

Glendale Community College  
Phi Theta Kappa Honors Society  
Omicron Lambda Chapter  
Bylaws

**Preamble:**

That academic excellence be encouraged; that opportunity for leadership training be provided; that an intellectual climate for the interchange of ideas and ideals be promoted; that scholars with the desire for continued education be imbued, we dedicate ourselves as members of Phi Theta Kappa. Among us, membership is a privilege earned by qualification, honor, and service. In the conduct of activities, truth shall be our quest, diligence our staff, and achievement our purpose.

**Article I. Chapter Name**

The name of this chapter shall be Omicron Lambda. Omicron Lambda is recognized as a chapter of the Arizona region of the Phi Theta Kappa International Honor Society for Two--Year Colleges.

**Article II. Purpose**

The purpose of this chapter is to recognize and promote a strong incentive for scholarship, leadership, service, and fellowship among Glendale Community College students; to encourage participation in campus, community, and cultural activities; and to stimulate interest in continuing academic excellence.

**Article III. Chapter Membership**

**Section I. ACTIVE MEMBERS**

- A. 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 must have completed 12 credit hours of associate degree coursework at a Glendale Community College campus, Main or North. Membership shall consist of students of a Glendale Community College campus who upon invitation for membership or inquiry into a membership have a cumulative grade point average of not less than 3.5 on a scale of 4.0 and adhere to the MCCC student code of conduct and possess recognized qualities of leadership. Transfer credit may be included in eligibility consideration. Applicants shall achieve membership upon payment of their dues to Phi Theta Kappa.
- B. Provisional membership may be extended to students who are striving to comply with membership requirements and are no less than part--time students under the definition provided by Glendale Community College. Provisional members shall not be voting members on any issue, shall not attend Phi Theta Kappa activities off--campus, and shall not be able to purchase graduation regalia from Phi Theta Kappa.
- C. Maintenance in the Omicron Lambda Chapter of Phi Theta Kappa shall be no less than a cumulative grade point average of 3.25 to remain in good standing as stated in the *Phi Theta Kappa Constitution and Bylaws*, Chapter 1, Section 3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Constitution and Bylaws* will cause membership and all privileges to be revoked.

## **Section II. ALUMNI MEMBERS**

An alumnus member shall be a former member of the Omicron Lambda Chapter who terminated active membership in good standing and was enrolled at least one year at Glendale Community College. An alumnus, who has completed and submitted proper MCCCDCD Volunteerism/General Assumption of Risk forms, may be eligible for consideration in participation in local or campus chapter activities and/or events. However, the chapter is not responsible for registration, entry or travel fees. Alumni members shall not have voting rights and are not eligible to attend chapter meetings or travel with the chapter. Additionally, Alumni members are not eligible for inclusion in any activities where chapter funds are used for the larger group.

## **Section III. HONORARY MEMBERS**

An honorary member shall be a person who, in the opinion of the Omicron Lambda chapter of the Phi Theta Kappa Arizona Region, has rendered distinguished service to education and Omicron Lambda. Honorary membership must be approved by the executive board, with the approval of a majority of the chapter officers. Honorary members shall have the same rights and limitations as Alumni Members.

## **Section III. TRANSFER MEMBERS**

A transfer member is a person from another Phi Theta Kappa chapter who wishes to transfer their membership from one institution to another. A member from another Phi Theta Kappa chapter may transfer membership to the Omicron Lambda Chapter if he or she is currently enrolled at Glendale Community College and meets the membership qualifications of Glendale Community College and is good standing at the chapter from which he or she wishes to transfer.

## **Section IV. CODE OF CONDUCT**

Each member must abide by all regulations outlined in the GCC Student Handbook with respect to Scholastic Standards, Campus Environment, and Student Rights and Responsibilities. The GCC Student Handbook is accessible at <https://www.gccaz.edu/student-life/office-student-life/student-handbook>.

## **Section V. DISCIPLINARY ACTION**

- A. If a member fails to adhere to the code of conduct outlined in the GCC Student Handbook the issue will be brought to the attention of the advisors and will be dealt with according to the college's procedures outlined in the Student Handbook.
- B. Membership will be revoked for any member violating the code of student conduct that subsequently leads to suspension or expulsion by the Student Conduct Board.
- C. If a member's grade point average falls below the minimum for current members as defined in Article III, Section 1, Item C of these bylaws, the student will be put on probation for the duration of one semester, during which time his/her grade point average must return to being at least the 3.0 minimum GPA.
- D. If the member does not raise his or her grade point average by the end of the probationary period, membership will be revoked.

- E. If any member receives official disciplinary sanctions by the college, the membership privileges will be revoked.
- F. Should, for any reason, a member's membership be revoked from the international roll, he/she shall forfeit the right to wear the Phi Theta Kappa Key and other regalia, and shall forfeit the use of Phi Theta Kappa identification for scholarly and professional purposes.

## **Article IV. Chapter Organization**

### **Section I. EXECUTIVE BOARD**

The executive board shall be composed of chapter advisors and all of the elected and appointed officers. The duties of the executive board will be to determine the policies for the operation of the chapter and to be trustees of all properties belonging to the chapter. A minimum of six and up to nine members of Phi Theta Kappa shall be voted onto the executive board at the end of the spring semester. In the event of an unexpected vacancy, a vacancy may be filled by two means: 1) a vote for a replacement officer may be made unless an upcoming board member can fill the vacancy; 2) chapter advisors, in consultation and agreement with the chapter presidents, may appoint an active member in good standing to fill the vacancy. Chapter offices will be assigned for each of the members of the executive board by internal deliberation between the newly elected officers and their advisor/s.

### **Section II. CHAPTER OFFICERS**

The executive board of Omicron Lambda must be comprised of a minimum of six officer positions. Contingent on membership interest in running for office, and additional three positions may be filled.

- A. Mandatory chapter officer positions shall be:
  - a. President
  - b. Vice President of Leadership
  - c. Vice President of Scholarship
  - d. Vice President of Membership
  - e. Vice President of Treasury and ASG Senator
  - f. Vice President of Records
- B. Additional officer positions contingent upon membership availability to serve in these roles
  - a. Vice President of Public Relations
  - b. Vice President of Service
  - c. Vice President of Membership

#### **C. Terms of Office:**

The term of office will be one academic year, to follow from May of one year through to May of the following year. All officers must commit to one full year of service, including summer meetings. They may not hold officer positions in any other student organizations/clubs. Dismissal of revoking membership, if due to extenuating

circumstances, must be voted upon by a majority of the executive board. An officer may not serve more than two terms as an officer in any capacity.

D. Election to Officer Board and Position Assignment

The procedures for the elected officers and the duties of each elected officer are set forth as follows: A call for nominations will be made in March of each academic year. Each prospective officer must give a presentation speaking to his/her nomination at a scheduled business meeting. A secret digital ballot will then be made by active members of Phi Theta Kappa Omicron Lambda Chapter to elect executive board members. The digital ballot must remain open and available for a minimum of three business days.

Once the Officer Board has been elected interviews conducted by the Omicron Lambda Advisors will occur within two weeks of board elections during the spring term. Officer positions are then assigned accordingly based upon the information acquired during the interview process.

E. Eligibility

Any active member of Phi Theta Kappa: Omicron Lambda Chapter in good standing shall be eligible to hold office (see Article 3 Section 1 Item C).

F. Officer Duties

- a. **President**--Lead meetings, prepare meeting agendas, amend the constitution as needed, develop goals for the chapter, and oversee chapter projects developments and completion. The chapter President shall not be a voting member unless in the event of a tie vote. Chapter President must also be knowledgeable of all other chapter officer's duties and do his/her utmost to ensure they are being fulfilled.
- b. **Vice President of Leadership**--Direct the chapter in the use of parliamentary procedure for meetings and assume the duties of the chapter president in his/her absence. Oversee College Project and leadership development activities; meet with College Administrator to discuss College Project.
- c. **Vice President of Scholarship**--Take the lead in the development of Honors in Action project(s) and oversee implementation; promote, recognize, and encourage academic excellence. Must be knowledgeable about PTK Connect and promote it within the membership. In the event both the President and Vice President of Leadership are disposed of, Vice President of Scholarship must assume the duties of the chapter president.
- d. **Vice President of Membership**--Promote membership acceptance, oversee orientation sessions, club fair, and induction ceremonies. Facilitate fellowship opportunities for members. Maintain a current list of membership contact information and send out monthly chapter updates by letter or email.
- e. **Vice President of Service**--Seek out, propose, and coordinate opportunities for volunteerism and community service. Engage with other campus organizations to promote community involvement. Responsible for logging hours of community service work completed by chapter annually.
- f. **Vice President of Records**--Take minutes at each chapter meeting and present those minutes at the following meeting; keep records of all chapter activities;

write thank you notes and invitations as needed; communicate consistently with the membership via mass email, social media, etc.

- g. **Vice President of Public Relations**--Promote activities and events on campus with available media. Update chapter's social networking sites; interface and coordinate with campus media outlets. Oversee Glendale Community College's Phi Theta Kappa website and its editing, and be knowledgeable of PTK.org
- h. **Vice President of Treasury and ASG Senator--ASG Senator Alternate**--Is responsible for the creation, submission, and presentation of the Omicron Lambda annual budget and for presenting funding requests and club updates within Associated Student Government Open Business Meeting. This position works closely with the Student Leadership Center in the completion and submission of all expenditure requests, minutes, and funding requests. The VP of Treasury is also responsible for presenting the chapter's financial records during chapter meetings as needed. Additionally, this position is responsible for keeping an accurate inventory of chapter merchandise and storage room materials. Attend Associated Student Government (ASG) meetings every first and third afternoon; serve as a liaison between ASG and Phi Theta Kappa

G. Removal from Office:

- A. A chapter officer may be removed from office if he or she is no longer an active member of Phi Theta Kappa: Omicron Lambda Chapter Arizona Region  
OR
- B. If three--fourths vote of the active members recommend by a signed to petition  
OR
- C. By a three--fourths vote of the chapter executive board for failure to perform his/her responsibilities effectively as described in Article IV Section II of the chapter bylaws OR
- D. A chapter officer shall be removed immediately if he/she is absent for more than three cumulative annual chapter meetings during their time as a member of the executive board. This may be overridden with a majority vote from the remaining executive board members and the approval of the chapter's advisor/s. An absence must be met with approval by the chapter President and/or advisor. Excused absences are still counted cumulatively. So long as a good faith effort has been made to ensure that the chapter officer is notified, said officers may be removed from their position by any of the aforementioned means without being physically present.

H. Officer Vacancies

Officer vacancies may be filled at the discretion of the advisor and in consultation with the Chapter President by:

- A. Direct appointment of a member in good standing who regularly attends general membership meetings and actively participates in chapter programming.
- B. Election procedures outlined in Article 4, Sec. 2, Point D.

**Section III. Chapter Advisor**

- A. Glendale Community College Administration will appoint a member of the faculty, student services, or Student Life & Leadership to act as an advisor for Phi Theta Kappa: Omicron Lambda Chapter, Arizona Region. At the discretion of administration and in support of chapter goals, additional advisors from either the faculty, Student Life & Leadership, or student services may serve as co-advisors for Phi Theta Kappa: Omicron Lambda Chapter, Arizona Region.
- B. The advisors shall:
  - a. Work closely with chapter officers in planning and executing chapter programs.
  - b. Assist the chapter officers in directing the activities of the society.
  - c. Communicate with the Regional coordinator on behalf of the chapter.
  - d. Attend all business meetings. No business may be transacted if the advisor is not present. No official meeting may take place if the advisor is not present. However, an advisor may appoint an approved fellow faculty or staff member to attend a general meeting in his/her absence if no advisor is available. Attendance at fellowship meetings is optional.
  - e. Attend all scheduled functions planned by the group, excluding volunteer and community service work.
  - f. Participate as a consultant in the transaction of organizational business.
  - g. Represent the administration and refer students to, or consult with, the Student Leadership Center.
  - h. Work with student officers prior to meetings. Assist them to develop group leadership and cooperation. Encourage them to preplan meeting agendas and to go over these agendas in advance.
  - i. Act in a consulting and advising capacity only. However, the chapter advisor maintains veto power over all decisions made by the chapter officers.
  - j. See that dues are paid, and the Omicron Lambda Annual Report is sent in a timely manner.
- C. Removal of advisor

Removal of the advisor should be at the discretion of the Administration of Glendale Community College without the involvement of the chapter's executive board.

## **Article V. CAMPUS LOCATIONS, MEETINGS, AND PROCEDURES**

### **Section I. MEETINGS**

- A. The primary campus location for the Omicron Lambda chapter will be Glendale Community College Main. Expansion groups for Glendale Community College's North campus will be governed by the existing Omicron Lambda's constitution, bylaws, executive board, and the advisors located therein.
- B. The executive board shall determine, for each academic year, the time and the place for each general meeting with approval from the chapter advisor.
- C. General membership meetings will be convened no less than twice per month, except during summer sessions. The executive board may convene additional general membership meetings as necessary, with consent and attendance by the chapter advisor.
- D. Executive board meetings during the summer shall be established by the advisor in consultation with the chapter president.

### **Section II. PROCEDURES**

Meetings shall be conducted under procedures as specified by Roberts' Rules of Order, Newly Revised, except as otherwise specified in this section, or as deemed necessary by the executive board.

A. Voting

- a. Executive board meetings: each executive board member shall be entitled to one vote except the President, who shall vote only to break a tie.
- b. General meetings: business shall be transacted by a majority vote of those members present and voting at a general membership meeting, limited to one vote per member except the President who shall vote only to break a tie.

B. Quorum

- a. A majority of the recognized officers shall constitute a quorum for executive board action.
- b. Those officers and members present at a general membership meeting shall constitute a quorum

C. Order of Business: the order of business at all regular and/or special meetings shall be as follows, but not limited to:

- a. Call to order
- b. Roll call of the members
- c. Reading and approving of the minutes
- d. Reports
- e. Old business
- f. New business
- g. Announcements
- h. Adjournment

## **Article VI. FINANCE**

**Section I.** The chapter shall be operated exclusively for educational, community service, academic fellowship, and Glendale Community College cultural purpose.

**Section II.** Chapter dues and/or campus specific membership fees shall be fixed by the executive board in consultation with the advisor.

**Section III.** All fees, donations, and other types of income shall be expended for the purpose of this chapter.

## **Article VII. AMENDMENTS**

### **Section I. CONSTITUTION**

The Constitution can be amended only by a two-thirds vote of general members present at any general meeting following a meeting at which an announcement was made and recommendations put forth to amend the constitution.

**Section II. BY LAWS**

The By Laws may be amended by a majority vote of executive board members present.

**Section III. PROHIBITION OF AMENDMENTS**

No amendment shall divert the chapter into conflict with the national organization or its constitution, policies, or practices.

**Revision History:**

**Proposed/Accepted by the Executive Board November 2019**

**Amendments proposed/accepted unanimously by members present**