



Phi Theta Kappa International Honor Society

Nu Sigma Chapter By-Laws Prairie State College

Revised, September 1, 2017

Mission Statement:

We, Nu Sigma Chapter, aim for excellence in the fulfillment of the Hallmarks of Phi Theta Kappa by providing opportunities for the development of Scholarship, Leadership, Service, and Fellowship.

Article I: Membership

Section 1:

Regular membership requires the completion of 12 semester hours of 100 level or above courses towards an associate degree or certificate program with a grade point average of 3.5 or above, current enrollment in at least 3 semester hours during the semester of his/her induction, adherence to the school conduct code, and payment of induction fees (\$80.00). For continued membership, one must maintain a grade point average of 3.0 or above and be enrolled in at least 3 semester hours. If a member's cumulative GPA falls below 3.0, he/she has one semester to bring it back up to 3.0. Failure to accomplish this will result in the member's name being removed from the local chapter roll and from the records of PHI THETA KAPPA International Headquarters. Benefits outlined in Phi Theta Kappa brochure.

Section 2:

Prospective Member status requires that a student fulfill the requirements for becoming a regular member within two semesters of first attending Phi Theta Kappa meetings. This membership is ideal for freshmen students who want to be active in chapter activities during their first semester before they become eligible for regular membership, or, have not yet had a chance to complete the above requirements by the end of their first semester.

Section 3:

Individual Five Star Recognition is intended to honor outstanding members whose contributions to Nu Sigma chapter go above and beyond the expectations of regular membership in Phi Theta Kappa Honor Society. This recognition is based on active participation in Nu Sigma Chapter activities for the course of one academic year from the beginning of fall semester through the spring induction ceremony. Individual members will be responsible for keeping a record of their participation in chapter activities to be presented to the Chapter Advisor no later than one month prior to the spring induction ceremony. To attain Individual Five Star Recognition, members must:

- Serve in a leadership capacity during the academic year, preferably as an elected officer;
- Attend all regularly scheduled chapter meetings (excused absences allowed);
- Complete 10 hours of service to the chapter and/or community (Involvement Fest, Kiwanis Peanut Day, Walk of Hope Fundraising, etc);
- Actively work toward completing requirements for Five Star Chapter status (Honors in Action, College Project, representation of the chapter at the regional level, etc);
- Demonstrate outstanding commitment to the four hallmarks of Phi Theta Kappa Honor Society – Scholarship, Leadership, Service, and Fellowship.

Benefits of Individual Five Star Recognition shall be as follows for one year of participation¹

- A certificate acknowledging that the member has attained Five Star Recognition as a member of the Nu Sigma Chapter, to be awarded at the spring Phi Theta Kappa induction ceremony, and acknowledged at the annual Student Leadership Awards banquet held during spring semester;
- Chapter-purchased Phi Theta Kappa Honors Tassel, Key Honors Stole, and Honors Cord for graduation.

Section 4:

Jr. Membership requires that the member be under the age of eighteen (18) and not registered as a college student. This member must participate in a minimum of three (3) Nu Sigma events during the course of the year. Jr. Members will be awarded certificates at the Spring Induction Ceremony.

¹ Awards for members who achieve Individual Five Star Recognition once, and achieve the same recognition again in a later year of participation will be determined on a case by case basis by the Executive Board in consultation with the Chapter Advisor.

Article II: Chapter Advisor

Section 1:

Chapter Advisor(s) will be appointed by the administration of Prairie State College.

Section 2:

The duties of the Advisor shall be as follows:

- a. Guide chapter activities in an advisory capacity;
- b. Act on behalf of the International Society of Phi Theta Kappa in official college functions;
- c. The advisor will submit (in a timely manner) all required forms to Phi Theta Kappa;
- d. Report all regional correspondence to the Phi Theta Kappa chapter President;
- e. Attend all official Phi Theta Kappa chapter meetings;
- f. The Advisor shall not be a voting member of the chapter;
- g. Notify members who are placed on academic probation;
- h. Confirm (with chapter officers) the Individual Five Star Recognition status of members at the end of each year;
- i. Provide an orientation for new officers at the start of each academic year.

Article III: Officers

Nu Sigma Chapter shall have an elected Executive Board containing the following officers: President, Vice-President, Recording Secretary, Treasurer, Public Relations Secretary, SGA Representative.

All officers shall read the Nu Sigma Constitution before attendance at the first general meeting of their term.

Officers shall attend all meetings: executive and general. Also, the officers will plan and participate in a Leadership Orientation for Administrative Board Appointees and Service Committee chairpersons in a timely manner.

Officers will establish their star-level chapter goals and outline a plan of action at the beginning of each semester.

Duties of the executive board are as follows:

Section 1: President

- a. Oversees all chapter activities, especially leadership events.
- b. Preside over all general and executive meetings in accordance to "Robert's Rules of Order".
- c. Oversee the responsibilities of all other officers.
- d. Make sure leadership events are advertised within the chapter, college and/or community as appropriate to each event.
- e. Maintain accurate list of leadership events, including date, description, names of persons involved and other pertinent information.
- f. Preside as Leadership Committee chair until a Leadership Committee chair is appointed.
- g. Establish any necessary committees.
- h. Be available for yearbook participation.
- i. Assist the Public Relations Secretary in writing the chapter newsletter.
- j. Vote only in case of a tie.
- k. Maintain close contact with the vice president regarding committee activities.
- l. Maintain close contact with faculty advisor(s).
- m. Maintain a copy of the "chapter monthly update form" (along with advisor) to keep abreast of five star status and report the current status at each executive meeting.
- n. Represent the organization at all times (especially significant are PHI THETA KAPPA regional and International conventions).
- o. Assist in planning and participating at the induction ceremonies.

Section 2: Vice President

- a. Perform all duties of the president in the event of his/her absence.
- b. Coordinate all committees.
- c. Co-chair the committee reviewing the chapter by-laws and the Annual Report.

- d. Act as program chairman.
- e. Serve as an ex-officio member on all committees.
- f. Preside as Scholarship Committee chair until a Scholarship Committee chair is appointed.
- g. Preside as By-Laws Committee chair until a By-Laws Committee chair is appointed.
- h. Assist in planning and participating at the induction ceremonies.

Section 3: Public Relations and Recording Secretary

- a. Record minutes at all meetings (executive and general). Make copies available to members at the following meeting and on all Phi Theta Kappa informational boards.
- b. Maintain a file of all minutes and agendas.
- c. Reserve meeting room times and locations.
- d. Maintain current, accurate copies of all organizational documents, papers, and correspondence (e.g. the constitution and receipts of meeting room reservations).
- e. Maintain a roster of the active membership with addresses and phone numbers.
- f. Maintain close contact with the membership committee chair.
- g. Preside as Membership Committee chair until a Membership Committee chair is appointed.
- h. Send press releases to the college newspaper and to local publications as needed.
- i. Maintain the Nu Sigma website and social media pages, and update them as needed.
- j. Oversee the production and distribution of publicity brochures, flyers, and posters relating to chapter activities and events.
- k. Publish a chapter newsletter.
- l. Take photos at all functions.
- m. Assist in planning and participating at the induction ceremonies.

Section 4: Treasurer

- a. Coordinate the monthly financial status report with the Prairie State College Business Office.
- b. Report financial status at each general meeting.

- c. Coordinate the deposits and disbursements of funds (along with the Advisor) through PSC Business Office. Receipts must be no older than one (1) month for reimbursements.
- d. Maintain a file of receipts for all financial transactions.
- e. Arrange for an Advisor audit of financial reports and budget in the spring before elections.
- f. Maintain close contact with the membership chair.
- g. Preside as Fundraising Committee chair until a Fundraising Committee chair is appointed.
- h. Assist in planning and participating at the induction ceremonies.

Section 5: SGA Representative

- a. Attend all Student Government Association meetings, as required by the college. (This meeting is mandatory for each club representative to attend to maintain their status.)
- b. Serve as the liaison between Phi Theta Kappa and the Student Government Association.
- c. Work with the President and Vice President to include fellowship in all chapter activities.
- d. Preside as Service and Fellowship Committee chair until a Service and Fellowship Committee chair is appointed.
- e. Assist in planning and participating at the induction ceremonies.

Article IV: Committee Board

These committees are referred to as standing committees because of their ongoing status within the chapter. All standing committees are activated each semester and must be chaired by an active member. All activities fall under the supervision of one of the six standing committees: Scholarship, Leadership, Service and Fellowship, Membership, Fundraising, and Public Relations. Subcommittees may be formed within them. Members are encouraged to co-chair a committee in order to take an active part in the leadership and decision-making process of the organization.

Section 1: Scholarship Committee

- a. Responsible for the chapter's implementation of the Honors Study Topic, Five Star Enhanced Membership program.
- b. Coordinate faculty and student recognition awards.

- c. Provide information to members regarding scholarship opportunities.
- d. Oversee the facilitation of any chapter-sponsored scholarships.

Section 2: Leadership Committee

- a. Coordinate election process.
- b. Plan officer training.
- c. Plan chapter-sponsored leadership activities for the chapter, campus, and/or community.

Section 3: Service and Fellowship Committee

- a. Set chapter's service goals and plans, organize service projects on campus and in the community.
- b. Serve as liaison with college and community officials to facilitate service projects on campus and in the community.
- c. Implement activities to promote chapter unity and interaction with other chapters.
- d. Coordinate meetings with other chapter.
- e. Coordinate participation in joint-chapter activities.
- f. Cultivate the chapter's relationship with campus organizations, faculty, staff and community members.

Section 4: Membership Committee

- a. Assist the chapter advisor in inviting students who are eligible for Phi Theta Kappa.
- b. Coordinate orientation and induction of new members.
- c. Coordinate alternate meetings, such as night meetings, which provide opportunities for members with varied schedules to participate.

Section 5: Fundraising Committee

- a. Keep track of all incoming revenue and outgoing expenses of the chapter.
- b. Set revenue goals for each semester and for the year.
- c. Organize fundraising activities.

- d. Record all financial transactions.
- e. Allocate budget for chapter events and projects.
- f. Determine and secure new methods for obtaining funds.

Section 6: Public Relations Committee

- a. Create advertising materials, including flyers, brochures, etc.
- b. Publicize the chapter's events and projects.
- c. Contact members about meetings and chapter activities.
- d. Take pictures at chapter events.
- e. Work closely with chapter website to ensure that the website is up-to-date with all upcoming events.
- f. Maintain chapter yearbook (scrapbook).
- g. Work closely with the Membership committee.

Section 7: By-Laws Committee

- a. Review and propose changes to the chapter bylaws.

Article V: Election of Officers

Section 1:

Elections must be held at the meeting preceding the last meeting during the spring semester of each school year. Immediately after spring midterm, the Executive Committee will make available information regarding the duties of officers to encourage members to begin campaigns early.

Section 2: Candidates

- a. All candidates for office must be members of Phi Theta Kappa and in good standing
- b. Candidates shall notify the Service/Fellowship Vice-President of the elected position that they wish to fill at least one week before the election

Section 3: Tenure

- a. Officers and Administrative Appointees shall hold their positions from time of their inauguration (which shall be the Formal Spring Induction) until the time of the next inauguration, one year.
- b. In any case when an officer must resign an office, an election shall be held to elect a new candidate. Nominations shall be made from the floor at the first general meeting following the resignation.
- c. The President shall have the power to make a temporary appointment at his/her discretion until the meeting can be held.
- d. If a President must resign, the Vice President will assume those responsibilities until the end of the school year.

Article VI: Meetings

Section 1:

All meetings will be governed in accordance with the simplified Robert's Rules of Order

Section 2:

General meetings and Executive meetings will each be held twice a month during the fall and spring semesters.

- a. The meetings minutes shall be posted to D2L for members who cannot attend
- b. It is recommended that the meeting date requests be submitted early (e.g., the end of the previous semester) to the Coordinator of Student Life c. It is also recommended that the same weekday and time be used consistently.

Section 3:

The minimum number of members that must be present at any given meeting to make the proceedings of that meeting valid shall consist of a minimum of six members present at general meetings for business to be conducted legally.

Section 4:

All officers and administrative appointees are required to attend all general meetings. They will be allowed three excused absences from these meetings during the year of tenure. An excused absence requires 24 hour notice to the Secretary or President. Two unexcused absences are also allowed. Shall a fourth excused absence or a third unexcused absence occur, the Executive Committee shall hold a meeting with the member to determine if a suspension is warranted.

Article VII: Finances

Section 1:

Finances for this chapter shall be raised by projects approved by the Executive Committee and accepted by the membership in a simple majority vote at the next general meeting.

Section 2:

Phi Theta Kappa Honor Society must receive the payment of the international, state, and local induction fees (a total of \$80.00 per member) before members can be inducted.

Section 3:

Disbursement forms must be submitted with supporting original receipts. Faculty Advisor, Treasurer, and the Coordinator of Student Life must all sign the form for a disbursement.

Article XIII: Social Media Policies and Guidelines

Section 1: Access

- a. Access to chapter social media accounts will be limited to the chapter advisor, President, Vice President, and Public Relations Secretary.
- b. Passwords to all chapter social media account are to be kept confidential.

Section 2: Activities

- a. All activities must adhere to Prairie State College's Student Conduct Policies and Guidelines.
- b. Don't post information or news that you know is false.
- c. Be respectful when posting information about any individuals and obtain permission from said individual before posting.

Section 3: Violations

Any violating to these policies will be corrected, edited or removed immediately and can result in disciplinary action, including termination of office position.

Article IX: Bylaws

Section 1:

New bylaws shall be passed by a simple majority vote of the members present at any regularly scheduled meeting provided there has been adequate time for consideration of implications; these bylaws shall cover pertinent topics, including interpretation of the constitution.

Section 2:

Amendment of existing bylaws may occur at any executive or special meeting by a two-thirds (2/3) vote of the members of the executive committee, provided that previous notice of the amendments was given to all members at least seven days in advance.

Section 3:

All new and/or amended bylaws shall be attached to the copies of the current bylaws to be incorporated in an organized manner at the time of the next Nu Sigma Constitution revision.