Phi Theta Kappa
International Honor Society of the Two-Year College

Chapter Bylaws

Northeast Wisconsin Technical College

COLLEGE

Beta Nu Theta

CHAPTER
CHAPTER 1. Name of Chapter

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

CHAPTER 2. Purpose

The purpose of the Beta Nu Theta Chapter of Phi Theta Kappa at Northeast Wisconsin Technical College 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 the Chapter shall consist of member, alumni member, honorary member, and transfer member as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws.*

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 be enrolled in an associate degree program, 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. Grades for courses completed at other institutions will not be considered when determining membership eligibility unless they have been successfully transferred to Northeast Wisconsin Technical College prior to application into Beta Nu Theta. A cumulative Grade Point Average of 3.25 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. 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. Northeast Wisconsin Technical College reserves the right (for one semester) to determine case-by-case whether a member shall be placed on probation (after failure to maintain cumulative GPA) or have membership and all membership privileges revoked.

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

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

D. Transfer Member. A member from another Phi Theta Kappa chapter may transfer membership to Beta Nu Theta Chapter if he or she is currently enrolled at Northeast Wisconsin Technical College and meets the membership eligibility GPA of the chapter.

E. Enhanced Membership. Members may individually earn Enhanced Membership status by participating in Phi Theta Kappa activities and serving hours to the college and community. To achieve this status, a minimum of thirty (30) hours must be completed during the current academic year. These hours must include a minimum of ten (10) hours of Phi Theta Kappa-related activities and twenty (20) hours of service. Phi Theta Kappa-related activities would include attendance at Beta Nu Theta meetings and conferences, seminars and training programs, preparation for programs, and fundraising activities. A maximum of five (5) hours may be earned per each Phi Theta Kappa activity. Service hours must be unpaid and can include structured activities (Parent Teacher organizations, non-profit groups, church associations, etc.) as well as individual activities (such as helping an elderly neighbor or tutoring). To be awarded Enhanced Membership status, all participation and service hours must be documented and approved by the Northeast Wisconsin Technical College Student Life Office located on the Green Bay Campus by the end of the current academic year. When Enhanced Membership status is attained, the member will receive a letter of recommendation from the Beta Nu Theta advisors, the status will be noted on the member’s Northeast Wisconsin Technical College transcript, and a certificate will be awarded at the next Northeast Wisconsin Technical College Awards Banquet.
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 member names and fees as well as the Chapter Annual Report to Headquarters. The advisor shall be officially appointed by the college administration and shall be a non-voting member of the chapter.

Section 1. Co-Advisors

In addition to the Contact Advisor, the chapter will also have instructors, who will assist in a co-advisor capacity for the chapter. These instructors shall be non-voting members of the chapter.

CHAPTER 5. Officers

Section 1. All officers must be members of Phi Theta Kappa, in good standing, have a Grade Point Average of 3.5 and must be carrying a course load of at least 6 semester credits, while enrolled in an associate degree program.

Section 2. The Beta Nu Theta Chapter of Phi Theta Kappa shall have the following officers: President, Vice President of Leadership, Vice President of Scholarship, Vice President of Service, Vice President of Fellowship, Vice President of Public Relations, and Secretary. A chapter may elect additional officers.

Section 3. Term of office shall be one year.

Section 4. Officers have an obligation to be active. This is defined as: 1. Attending 90-100% of all regular and officer meetings. 2. Participating in chapter-related planning, discussions, and activities.

Section 5. The duties of the President shall be as follows:
   a. Prepare meeting agendas and distribute prior to meetings.
   b. Preside over all business meetings and call special meetings as necessary.
   c. Appoint and establish any necessary committees.
   d. Vote only in case of a tie.
   e. Develop goals for the chapter with help from other officers and advisors.
   f. Submit 5 star goal and update forms online.
   g. Oversee chapter projects.
   h. Oversee award entry preparation.
   i. Represent the organization at all times.
   j. Oversee the process of reviewing and/or revising the chapter bylaws annually.
   k. Keep advisors informed.
   l. Ensure updates are given to headquarters.
   m. Keep track of all activities and attendance for Student Involvement quarterly reporting.

Section 6. The duties of the Vice President of Leadership shall be as follows:
   a. To perform all duties of the President in his/her absence.
   b. Maintain order and assure all have a chance to speak.
   c. Plan membership orientation.
   d. Encourage the development of leadership skills and oversee all leadership activities.
   e. Coordinate the preparation of the hallmark award entries.
   f. Attend Student Senate meetings as representative of Phi Theta Kappa.
   g. Report on projects at chapter meetings.

Section 7. The Vice President of Scholarship shall:
   a. Oversee all Honors Study Topic activities.
   b. Coordinate the chapter’s participation in the Honors Seminars.
   c. Encourage and recognize academic excellence.
   d. Coordinate the preparation of the Scholarship Hallmark Award entry.
Section 8. The Vice President of Service shall:
   a. Report the chapter to Headquarters as a Chapter of Service.
   b. Oversee all International Service Program activities.
   c. Develop activities that promote volunteerism and community service.
   d. Coordinate the preparation of the Service Hallmark Award entry.

Section 9. The Vice President of Fellowship shall:
   a. Encourage scholarly fellowship at all levels of the Society.
   b. Implement strategies to increase membership acceptance and participation.
   c. Enroll the chapter in the Pinnacle Scholarship Award Program.

Section 10. The Vice President of Public Relations shall:
   a. Promote the chapter at all levels of the society.
   b. Maintain and update local chapter website for accurate content at least once per month.
   c. Keep a full record and take photos of chapter events.
   d. Create and distribute promotional materials for events.
   e. Work with college Public Relations to submit press releases for important events.
   f. Maintain the chapter scrapbook for meetings and conventions.
   g. Post announcements via Blackboard at least once per month.
   h. Utilize chapter’s Blackboard service to keep members updated.
   i. Catalogue chapter activities.

Section 11. The Secretary shall:
   a. Take and present minutes at each chapter meeting.
   b. Maintain records of all meetings and calendar of events.
   c. Maintain a file of chapter correspondence.
   d. Connect with advisors on other NWTC campuses to coordinate videoconference rooms.
   e. Compile and update contact information for members.
   f. Email members with agendas, minutes, and event updates at least once per month.
   g. Maintain organization and use of the college share drive.

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 at the May member meeting of the spring semester of each year.

Section 3. Officers shall hold office from the time of their inauguration, which shall be at the first meeting following the election, to the time of the next inauguration.

Section 4. Nominations from the floor can be made at the same meeting as the election.

Section 5. A simple majority vote shall elect any officer.

Section 6. In any case when an officer must resign his/her office or not all officer positions have been previously filled, an election shall be held to elect a new officer. Nominations shall be made from the floor and will be made at the first meeting following the resignation of the officer. The election will be held at the first meeting following nominations. Plurality of the votes cast will determine the new officer. The president shall have the power to make a temporary appointment at his/her discretion until an election can be held.
The new officers shall be installed at the next scheduled meeting and receive their office medallions as soon as possible. In addition, at the next scheduled induction the new officers shall be publically installed.

CHAPTER 7. Meetings

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

Order of Business
a. Call to order
b. Roll call
c. Approval of the minutes
d. Officer reports
e. Old business
f. New business
g. Announcements
h. Adjournment

Section 2. A quorum of one member over executive committee must be present before any official meeting can be called to order.

Section 3. All meetings shall be governed by an adaptation of Robert's Rules of Order.

Section 4. 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. Finances for this chapter will be raised by projects voted on by a majority vote of the members.

Section 2. Payment of the International Membership fee must be received before members can be inducted.

Section 3. All members must pay the local fee prior to induction.

Section 4. All members must pay the regional fee prior to induction.

Section 5. Payment Authorization forms must be submitted with supporting invoices and/or statements attached to the original invoice.

Section 6. Financial records of the chapter shall be annually audited by the advisor.

CHAPTER 9. 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.*