

Merritt College

Constitution

Beta Theta Lambda Chapter

Phi Theta Kappa

International Honor Society

May 8, 2008

Revised September 23, 2011

Revised December 31, 2012

Preamble

That academic excellence among two-year college students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an exchange of ideas and ideals; and that scholars may be imbued with desire for continuing education, we dedicate ourselves as fellows of Phi Theta Kappa. Among us membership is a privilege earned by qualifications, honor, and service. In the conduct of our activities, truth shall be our quest, diligence our staff, and achievement our purpose. (adopted from the National Constitution for Phi Theta Kappa)

CONSTITUTION

Article I

Article II

Article III

Article IV

Article V

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Article VII

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Article IX

Article I. Name of Society

The name of this Society shall be “Phi Theta Kappa”.

Article II. Purpose of Society/Mission Statement

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students at Merritt College. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Introduction

In support of the Society’s Mission statement, the Merritt College Chapter of Phi Theta Kappa adopts this Honor Code as a declaration of the high standards of conduct to which all chapter members are held. This Honor Code is not simply a set of rules and procedures governing all members’ academic conduct, nor is it a legal contractual obligation of Phi Theta Kappa or the active chapter members; it is an opportunity to put personal responsibility and integrity into action. All active chapter members will abide by this code which liberates them to serve and interact with each other in an atmosphere of mutual confidence and respect. The success of the Code depends upon the support of all members. Infractions should be reported to the Chapter Advisor, who may communicate this information to College Administration and to National Headquarters.

HONOR CODE

As an active member in Phi Theta Kappa...

I will conduct myself at all times in a manner that reflects positively on myself, my chapter, my region and the Society.

I place as a priority continued academic excellence.

I am committed to maintaining an environment which recognizes the dignity of each individual member and encourage appreciation of diverse backgrounds, opinions and goals in life.

I am committed to honesty and integrity in personal, social, and academic endeavors.

I recognize that a successful chapter requires a team effort, and I pledge to work together to promote the Society's Mission.

I will work with all members and the Society's leaders in the same spirit of cooperation I display in my dealings with others.

I will respond promptly, courteously, and positively to the concerns and requests of members and other Society constituents.

I will fulfill my responsibilities as an active member or chapter officer in an effective, efficient, and timely manner.

I will conduct myself in a manner which is respectful of others and worthy of respect from others.

I will dress appropriately for any and all occasions.

I will not engage in any conduct which may bring shame or disrepute to myself or diminish the reputation of my chapter or Phi Theta Kappa.

I will not engage in any illegal activity or violate any stated policies of the chapter or Phi Theta Kappa.

I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions.

I will not use or possess nor tolerate the use or possession of controlled substances.

(Adapted from the Phi Theta Kappa Honor Code for Regional Officers; adopted by the Phi Theta Kappa Board of Directors, January 2000 c.2000 by Phi Theta Kappa, Inc.
Permission to use adapted version.)

Article III. Insignia of Society

Section 1. Emblem.

The emblem of this Society shall be a golden slab, keyed at the top and bottom. Across the center of the slab is a black enamel band upon which three Greek letters appear, which are the initials of three mystic Greek words symbolizing phronimon (Phi), thumos (Theta), katharotes (Kappa) and meaning wisdom, aspiration, and purity. Behind the band is a wreath, on the one side composed of oak leaves, and on the other, of laurel. The wreath of oak denotes stability and strength of character, and the curling leaves of laurel signify achievement and success. Above the band is a representation of the head of Athena, Goddess of Learning; in the base appear the mystic Greek letters meaning light, the light of learning and knowledge.

Section 2. Colors.

The colors of the Society shall be blue, for scholarship, and gold, for purity.

Section 3. Seal.

The official seal of the Society shall be of the same general character as the emblem.

Article IV. Membership in the Society

Section 1. Types of Membership.

The Society shall consist of active, provisional, alumni, and honorary members:

A. Active Members.

An active member of Phi Theta Kappa shall be a student who has met the requirements for membership in an active chapter of the Society as set forth in Article IV, Section 2, of the National Constitution, and who has been duly initiated into the Society; and who maintains the standards required for good standing for active membership.

B. Provisional Members.

A provisional member of Phi Theta Kappa shall be a student who, in the opinion of the local chapter, has shown an active interest in the affairs of the Society and who serves the Society in some special capacity, but who does not meet the full requirements for active membership in the Society. A provisional member shall not have the right to vote, hold office, or to represent the chapter at meetings of the Society.

C. Alumni Members.

An alumnus or alumna member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for a least one year at Merritt College.

D. Honorary Members.

An honorary member shall be a person who, in the opinion of the Society at Merritt College, has rendered distinguished service. Honorary membership shall be conferred at the discretion of Merritt College chapter Phi Theta Kappa.

Section 2. Eligibility for Membership.

To be eligible for membership in Phi Theta Kappa, students must:

- A. Be enrolled at Merritt College;
- B. Have accumulated 12 academic units, designating full-time status and leading to an A.A. or A.S. degree;
- C. Have a cumulative grade point average of 3.25
- D. Enjoy full rights of citizenship in the United States or in their respective countries;
- E. Be of good moral character and shall possess recognized qualities of citizenship;
- F. May be part-time students (carrying less than 12 academic units per semester) who meet all the eligibility standards above.

Section 3. Active Membership.

To maintain active membership, a student, at the end of each semester shall have maintained a cumulative grade point average of 3.0 and shall have maintained the standards necessary for membership in the Society.

Section 4. Chapter Requirements for Membership.

Merritt College Chapter of Phi Theta Kappa shall have the prerogative of raising the academic standards required for membership, or of adhering to those set forth in Article IV, Section 2, of the National Constitution of the Society.

Section 5. Revocation of Membership.

In the event that a member does not meet the requirements for continuing membership in the Society as stated in Article IV, Section 3, of the Merritt College Phi Theta Kappa Constitution, the name of the member shall be removed from the chapter and national membership rolls.

Article VI. Local Organizations.

Section 1. Local Chapters.

An active chapter is one which is fully affiliated with the National Headquarters of Phi Theta Kappa; has been included on the roll of active chapters by having complied with the necessary requirements; and has been issued a charter.

Charter Procedure:

- (1) The President of Merritt College should submit a letter of application to the Executive Director at National Headquarters.
- (2) The President of Merritt College should complete forms of application supplied by the National Headquarters. These require the following information: the name and address of Merritt College; a certificate of full accreditation; the signature of the President; and the signature of at least five members of the student body eligible for membership in Phi Theta Kappa.
- (3) The President of Merritt College shall pay the charter fee to the National Headquarters.
- (4) The Executive Director, on the direction of the Board of Directors, shall issue the charter.
- (5) The new chapter shall submit a list of the names of the charter members as well as those of the officers of the chapter and that of the chapter advisor.

Section 2. Dissolution of Chapter.

Merritt College Chapter of Phi Theta Kappa shall have the right to dissolve the affiliation between itself and Phi Theta Kappa, but upon such dissolution, Merritt College will not be allowed to continue to use the name, symbols, colors or emblems of Phi Theta Kappa and Merritt College will be removed from the rolls of Phi Theta Kappa.

Section 3. Discipline of Local Chapter.

The national organization of Phi Theta Kappa shall be responsible for the discipline of the Merritt College Chapter of Phi Theta Kappa if it does not adhere to the National Constitution, Bylaws, rules and regulations of the Society.

A. Probation.

If the Merritt College Chapter of Phi Theta Kappa refuses to adhere to the National Constitution, Bylaws, and policies of the Society, it shall be placed on probation by a joint action of the Board of Directors and the Executive Committee.

- (1) The terms of the probation shall be determined by the Board of Directors, but the probation shall be for not longer than two years.
- (2) During probation, Merritt College Chapter of Phi Theta Kappa loses its right to vote at the National Convention, and no Merritt College member shall be allowed to hold national office in the Society.

B. Revocation of Charter.

In the event that Merritt College Chapter shall violate the National Constitution, Bylaws, and/or policies of the Society in an open and defiant manner, the charter of the chapter shall be revoked upon a petition from three-fourths of the active chapters to the Board of Directors requesting such action and a four-fifths vote of the Board of Directors approving such revocation. If Merritt College Chapter of Phi Theta Kappa has its charter revoked, it will not be allowed to reapply for a new charter for at least two years from the time of revocation of the charter of the previous chapter.

Section 4. Surrender of Chapter Charter.

In the event that Merritt College becomes a college not offering a two-year college program or loses its accreditation, it shall have a period of two years in which to surrender its charter.

Article VII. Meetings and Procedures

Section 1. Meetings.

There should be such meetings of the Society as shall be deemed necessary and proper as provided for within this Section.

A. National* Convention.

There shall be an annual National* Convention of the Society. This convention shall be held in March or April of each year. Plans for the convention shall be determined by the Executive Director and be approved by the Executive Committee.

B. Regional Meetings.

There will be annual regional meetings of the Society as approved by the Executive Director and the Executive Committee.

C. Local Chapter Meetings.

Merritt College Chapter of Phi Theta Kappa shall meet as often as specified in the Bylaws.

D. Special Meetings.

The Executive Director, with the approval of the Executive Committee, may convene any special meetings of the Society, or any sub-group thereof, as may be deemed necessary and proper for the resolution of the business of the Society, or for any other purpose not contrary to the National Constitution.

Section 2. Procedure.

The procedural rules governing the meetings of the Society shall be Robert's Rules of Order, except as specified and set forth herein.

A. Voting.

The persons allowed to vote at meetings of the Society shall be as follows:

(1) National* Convention.

Each active chapter shall be entitled to one vote at the National* convention. This vote shall be cast by the official chapter delegate who is present and recognized at the National* Convention.

(2) Regional Meetings.

Each active chapter shall be entitled to one vote at the regional meetings of the Society, to be cast by the official delegate for that chapter recognized by that meeting.

(3) Special Meetings.

Each active chapter shall be entitled to one vote at any special meeting of the Society, to be cast by the official delegate for that chapter recognized by that meeting.

(4) Local Chapter Meetings.

Voting procedures in Merritt College's Chapter shall be determined by Merritt College.

B. Quorum.

Active members present at any meeting shall constitute a quorum for the transaction of business.

Article VIII. Finance

Section 1. Tax Exemption.

The Society shall be operated exclusively for educational purposes and shall be 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 shall inure to the benefit of any private individual except that reasonable compensation shall be paid for services actually rendered.

Section 2. Fees.

Charter and membership fees shall be fixed by the Board of Directors.

Section 3. Expenditure of Funds.

All fees, donations, grants, and other types of financial income shall be expended for the purpose of this Society.

Section 4. Financial Report.

The chapter Treasurer or Advisor shall present a complete financial report for the approval of the members at the final meeting of the academic year. A statement of the financial condition of the chapter shall be published, submitted and kept as part of the chapter record.

Section 5. Financial Obligations.

No financial obligation shall be incurred by any officer or committee except as authorized within the annual budgets or except under authority of the chapter Administrative Designee and/or Advisor.

Section 6. Fiscal Year.

The fiscal year of the Society shall be fixed by the Bylaws.

Section 7. Provision of Dissolution.

If the Society should ever cease to operate as provided for in its charter of incorporation or in its Constitution, the accumulated assets shall be distributed in accordance with state regulations governing California Community Colleges in the Educational Code.

Article IX. Amendments

Section 1. Constitution.

The Constitution of the Merritt College Chapter of Phi Theta Kappa may be amended at any time in the following manner:

- A.** A written amendment shall be submitted to the Chapter Advisor and Executive Committee at least 10 working days before the next chapter meeting.
- B.** The amendment shall then be presented to the chapter members at the next meeting for discussion and possible approval. Tentative approval shall require a two-thirds vote of the members present at the meeting.
- C.** If a tentative approval is passed at the meeting, the amendment shall be submitted thereafter to National Headquarters for consideration.
- (1)** An affirmative vote by National Headquarters shall approve the amendment.
- D.** After approval, the amendment shall be added to the Chapter Constitution.

Section 2. Bylaws.

The Bylaws of the Merritt College Chapter of Phi Theta Kappa may be amended at any time in the following manner:

- A.** A proposed change in the Bylaws shall be submitted to the Chapter Advisor and the Executive Committee by any active member at least 10 working days prior to the next scheduled chapter meeting.
- B.** Approval of the proposed change in Bylaws shall require a three-fourths vote of the active members present at the meeting.

Section 3. Prohibition of Amendments.

Amendments shall not prevent the Society from operating for nonprofit educational purposes and in a manner which makes the Society tax exempt nor prevents the deduction of donations from taxable income to the extent allowed by the Internal Revenue Code.

BYLAWS

Chapter I	Chapter II	Chapter III
Chapter IV	Chapter V	Chapter VI
Chapter VII	Chapter VIII	Chapter IX

Chapter I. Membership

Section 1. Eligibility.

A. As eligibility for membership is determined, a student's cumulative grade for all courses taken at Merritt College where the student is currently enrolled must be considered, as decreed by the Peralta Colleges grade forgiveness policy. Grades for courses taken at another institution may be considered when determining membership eligibility. For students who were previously enrolled at Merritt College and who have not taken classes for a period of five consecutive years, studies taken more than five years ago need not be considered when determining membership eligibility, if the Merritt College Administration so desires. In this case, no course taken more than five years ago shall be considered when determining the student's cumulative grade. Furthermore, the Merritt College Administration shall have the prerogative of increasing the number of years which must elapse for waiving course consideration to any period beyond five years. At least twelve hours of work must be in courses leading to an associate degree in a fully accredited two-year college in which the student is enrolled. Individuals presently incarcerated are not eligible for membership. An individual convicted of a felony (or any crime whose potential sentence is greater than one year) may be considered for membership three years following completion of all conditions of sentencing, including probation.

B. Individuals who attended Merritt College prior to the establishment of its chapter (April, 1999) may be invited to membership by Merritt College. The individual must provide to the chapter Advisor official documentation demonstrating that, at the time of enrollment at Merritt College, the individual satisfied the requirements for membership as set forth in Article IV, Section 2 of the Constitution. These individuals pay regional and local fees prior to induction. Following initiation, these individuals immediately assume alumni status.

C. For purposes of determining membership eligibility, a grade of "B" is interpreted to be a grade point average of 3.0 on a 4.0 scale.

Section 2. Term of Active Membership.

A. Active membership is terminated when a member is no longer enrolled at Merritt College.

B. For the purpose of holding international office in the Society, active membership in an active chapter is defined as being enrolled in an associate degree program exclusively in a two-year college. A Phi Theta Kappa member may be a candidate for international office only one time.

Section 3. Good Standing.

To maintain active membership, a student shall maintain a cumulative grade-point average of not less than a "B." Otherwise, the student has one term in which to bring the cumulative average up to a "B." If the member fails to do so, Merritt College Chapter's Advisor shall notify the Executive Director and the member's name shall be removed from both Merritt College's Chapter and the international roll.

Section 4. Induction.

Immediately after qualifying for membership, the candidate shall be notified in writing by the Chapter Secretary and invited to join the Society. The Chapter Advisor shall certify the name of each accepting candidate to the Executive Director on the membership form supplied by the International Headquarters. Candidates shall be initiated according to a procedure suggested by the International Headquarters or one designed by Merritt College's Chapter.

Section 5. Membership Certificate.

Each member shall receive a certificate of membership. Upon receipt of Merritt College's Chapter Induction Report, the International Headquarters shall send a certificate for each new member reported. The certificate for honorary membership shall be paid for by Merritt College's Chapter.

Section 6. Penalties.

Should, for any reason, a member's name be removed from the international roll, the member shall forfeit the right to wear the Society's Key and other regalia and shall forfeit the use of Phi Theta Kappa identification for scholarly and professional purposes.

Section 7. Alumni Membership.

An alumnus shall be entitled to all privileges of the active member except the right to vote or hold office.

Section 8. Change of Residence.

A member who may change college residence shall be eligible to enroll in Merritt College's Chapter if the student meets the standards for membership.

Chapter II. Finance

Section 1. Charter Fee.

The charter fee for the establishment of a new chapter shall be set by the Board of Directors.

Section 2. International Fees.

At the time of induction the chapter shall remit to the Executive Director the fees for all new members. No candidate for membership shall be initiated until the international fees have been paid. There shall be no fees for an honorary member.

Section 3. Regional Fees.

Regional membership fees are assessed by Society Regional Organizations. All new members must pay regional fees prior to induction. Regional Organizations must petition the Phi Theta Kappa board of directors for approval to increase the amount assessed for regional fees.

Section 4. Local Fees.

Merritt College's Chapter shall determine its chapter fees.

Section 5. Locking File Cabinet.

The Chapter Advisor shall provide a locking file cabinet to safeguard certain valuables and chapter records.

Section 7. Annual Audit.

The accountant for the Associated Students of Merritt College shall conduct an annual audit (A.S.M.C. #174) of the general financial condition and operations of the Merritt College Chapter to be submitted to the Chapter Advisor and Executive Committee for examination and approval.

Section 8. Annual Budget.

The Chapter Advisor and Executive Committee shall submit an annual budget to the active chapter members for their approval and adoption.

Chapter III. Meetings

Section I. Travel Expense.

Travel expenses incurred by the Chapter Advisor or any chapter member will be the responsibility of the advisor or member. Members may receive financial assistance for travel expenses if members vote to provide a stipend (budget permitting).

Chapter IV. Local Chapters

Section 1. Annual Reports.

Within thirty days of notification from Headquarters, Merritt College Chapter shall submit an annual report on the form supplied by International Headquarters. Merritt College Chapter failing to submit this report shall be subjected to probation. Permission for filing the report at a later date may be granted by the Executive Director.

Section 2. Officers.

The elective officers of a chapter of Phi Theta Kappa shall be President, Vice President, Secretary and Treasurer. Merritt College's Chapter may elect additional officers.

Section 3. Required Vote to Elect and Remove.

A simple majority vote shall elect any officer, and a three-fourths vote shall be necessary to remove any officer. An officer failing to maintain active membership in the Society shall forfeit office by filing for resignation or the Chapter Advisor will remove the member from office. A member may run for office when he or she returns to active member status.

Section 4. Duties of Chapter Advisors.

The chapter advisor shall be appointed by the Merritt College Administration and thus by virtue of appointment shall be a member of the Association of Chapter Advisors. Each advisor shall be responsible for local membership, shall be responsible for the guidance and approval of local activities, and shall act as a liaison between International Headquarters and the chapter sponsored. The advisor shall have the additional responsibilities of overseeing completion of the local chapter's annual report and insuring that requirements set by international Phi Theta Kappa are met.

Chapter V. Duties of the Association of Chapter Advisors

The Association of Chapter Advisors shall be responsible for the selection of two representatives on the Board of Directors, in accordance with the Constitution of the Society. A chapter advisor and a regional coordinator shall be selected in alternate years by the association at the International Convention of the Society. This association also shall name three officers from its membership to carry out its duties; a chairman, a vice chairman, and a secretary. It shall be the responsibility of this association to keep accurate minutes of the proceedings, to advise new advisors, and to make recommendations to the Board of Directors. Officers of this association shall serve staggered terms of three years each, with one member being selected each year. The Society shall pay the chairman's expenses incurred for the International Convention.

Chapter VI. Districts

There shall be four regions, known as districts, from which the Vice President of the Society shall be elected: District I, District II, District III, and District IV. The President and Vice Presidents shall be elected at large.

Chapter VII. Chapter Officer Responsibilities.

President

- Prepare meeting agendas, attendance forms and lead meetings
- Appoint and establish necessary committees
- Vote only in the case of a tie
- Develop goals for the chapter with the help from other officers and advisors
- Submit Five Star Goal and Update forms online with Advisor
- Oversee chapter projects
- Oversee award entry preparation with assistance from advisor
- Report successive officers to Headquarters with Advisor
- Check chapter gmail site weekly and respond to inquiries
- Maintain weekly communication with officers and advisor(s)
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Vice President of Scholarship

- Oversee all Honors Study Topic activities
- Coordinate the chapter's participation in the Honors Satellite Seminars
- Encourage and recognize academic excellence
- Coordinate the preparation of the Scholarship Hallmark Award entry
- Maintain a scholarship notebook with up-dates
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Vice President of Leadership

- Direct the chapter in the use of parliamentary procedure for meetings
- Oversee all leadership activities
- Encourage the development of leadership skills
- Coordinate the preparation of the Leadership Hallmark Award entry with Advisor
- Coordinate all officers with *Competitive Edge* and *College Fish*
- Coordinate the college project(s) all activities to the project
- Check chapter gmail site weekly and respond to inquiries
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Vice President of Service

- Report the chapter to Headquarters as a Chapter of Service with Advisor
- Oversee all International Service Program activities
- Develop activities that promote volunteerism and community service
- Coordinate the preparation of the Service Hallmark Award entry with Advisor
- Coordinate the Induction Ceremonies
- Check chapter gmail site weekly and respond to inquiries
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Vice President of Fellowship

- Encourage scholarly fellowship at all levels of the Society
- Implement strategies to increase membership acceptance
- Enroll the chapter in the Pinnacle Scholarship Award Program
- Coordinate the chapter's member participation program
- Assist the Vice President of Leadership in the college project(s)
- Assist the Vice President of Service with the Induction Ceremonies
- Check chapter gmail site weekly and respond to inquiries
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Secretary

- Take and present minutes at each chapter meeting
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Public Relations Officer

- Promote the chapter at all levels of the Society
- Write and submit articles to campus and community newspapers
- Produce issues of the chapter's newsletters (one per semester)
- Oversee the development and updates to the chapter's website
- Take photographs at all chapter events
- Send chapter newsletters to the Chapter Programs Coordinator at Phi Theta Kappa Headquarters
- Maintain and oversee Face Book site (10-1-09)
- Assist Vice President of Membership (10-1-09)
- Check chapter gmail site weekly and respond to inquiries
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Vice President of Membership (October 1, 2009)

- Coordinate all new member mailings, emails, etc.
- Assist at new member orientations
- Develop a list-serve of potential new members from activities lists
- Maintain membership applications and brochures P-305 and ASMC Office areas
- Maintain and post fliers around campus advertising Phi Theta Kappa
- Attend other clubs' meetings on campus and promote membership
- Create fliers for emails
- Assist Public Relations Officer
- Check chapter gmail site weekly and respond to inquiries
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Inter Club Council Representative I.C.C. Rep. (September 23, 2011)

- Attend all I.C.C. meetings (monthly)
- Be the voting member at the I.C.C. meetings
- Represent Beta Theta Lambda Chapter and inform of chapter's activities
- Report information from the I.C.C. meetings back to chapter at next meeting (verbally and in writing)
- Maintain weekly communication with officers and advisor(s)
- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester "Officer Goals" electronically & report at meeting

Historian (September 23, 2011)

- Keep hard copy of all information for each semester in the Chapter record book
- Develop and maintain photo files to disseminate to officers
- Write semester summary of all chapter events
- Lead yearbook project for Hallmark submission
- Work with Public Relations Officer taking pictures at all events
- Check chapter gmail site weekly and respond to inquiries
- Maintain weekly communication with officers and advisor(s)

- Assist other officers when possible
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester “Officer Goals” electronically & report at meeting

Member-at-Large (1-1-2013)

- Various responsibilities to be determined by individual situation
- Appointment by Advisor

Treasurer (suspend position as of fall 2012)

- Keep a set of financial records to be reviewed at the end of the fiscal year
- Present the chapter’s financial records at business meetings
- File all financial records in the chapter’s official files end of each academic term
- Maintain inventory of supplies (10-1-09)
- Maintain inventory of T-shirts (10-1-09)
- Complete Officer Level in *Competitive Edge* and *College Fish*
- Submit semester “Officer Goals” electronically & report at meeting

Chapter VIII. Terms of Office

- Officers shall be elected to office for a period of 2 consecutive semesters.
- Members may not run again for the same office once their term has expired.
- Officers who resign from office are not eligible to run for office for 2 semesters.
- Officers who are removed from office are ineligible to run for office.

Chapter IX. Officer Appointments

- An officer may be appointed by the Advisor(s) in the event an office is vacant after an election or upon resignation or removal of an officer.
- An officer who has completed 2 semesters in the same position may be appointed as an interim officer in the event of a vacancy for any reason.

fn: MC PTK Constitution rev 9-23-11.doc
Revised September 2012 draft
Revision completed: 12-31-2012