Phi Theta Kappa
Phi Lambda Chapter Constitution

Constitution Preamble

That academic excellence among students 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 Phi Lambda. Membership in Phi Theta Kappa is a privilege earned by qualifications, honor, and service. In the conduct of our activities, Leadership shall be our quest, Scholarship our staff, Fellowship our goal, and Service our pleasure.

The Chapter

Article 1 - Name of the Chapter

The name of this Chapter of Phi Theta Kappa shall be Phi Lambda, hereby known as "the Chapter," and yields allegiance to the International Phi Theta Kappa Honor Society.

Article 2 - Purpose of the Chapter

Section 1

The purpose of the Chapter shall be to recognize and encourage Scholarship among students at Central Piedmont Community College of Charlotte, North Carolina.

Section 2

The Chapter shall provide opportunity for the development of Leadership and Service.

Section 3

The Chapter shall provide a climate for the exchange of ideas and ideals for the stimulation of interest in academic excellence.

Section 4

The Chapter shall provide for lively fellowship among members.

Article 3 - Insignia of the Chapter

Section 1

The insignia of this Chapter shall be a golden slab, keyed at the top and bottom, with a black band across the center, upon which the Greek letters of Phi, Theta, and Kappa appear. Behind the band shall be a wreath of oak and laurel leaves and, above it, the head of Athena. Below the band shall be the three letters symbolizing the Greek mystic words *Phronimon*, *Theumos*, and *Katharotes* (wisdom, aspiration, and purity).

Section 2

The colors of the Chapter shall be blue and gold.

Section 3
The official seal of the Chapter shall be of the same general character as the emblem.

Membership

Article 4 - Membership in the Chapter

Section 1
To obtain membership, the student must:

A. Be currently enrolled in at least one (1) curricular course at Central Piedmont Community College;
B. Have successfully completed twelve (12) hours of college curricular courses at the 100 through 299 level at Central Piedmont Community College;
C. Have a cumulative grade point average of 3.5 or higher;
D. Complete membership formalities including application forms, paying of dues and any other processes as designated by the Chapter Executive Council.
E. Not be on active probationary status with the College or in violation of the Student Code of Conduct.

Article 5 – Maintaining Membership

Section 1
The member shall maintain a grade point average of not less than 3.25. A grace period of one (1) semester shall be given if the grade point average goes below 3.25.

Section 2
If at any time a member is found in violation of the Student Code of Conduct or placed on probationary status, membership rights and privileges may be revoked. Dues and fees will not be refunded.

Article 6 - Honorary Members

Section 1
The Executive Council shall determine Honorary Memberships which are given to people who are not current members and have given distinguished service to the Chapter.

Section 2
Honorary members shall not have rights and privileges of full membership, including the right to hold office or to represent the Chapter at meetings of the Society.

The Executive Council

Article 7 - Executive Council

Section 1
The members of the Executive Council are as follows:

A. The Elected Officers as described in Article 8.
B. The Faculty Advisor(s).

Section 2
The purpose of the Executive Council shall be to: make those decisions necessary for Chapter planning; rule on membership matters; and report to the general membership.

Section 3
The Executive Council shall meet regularly as defined in Article 16, section 1.

Section 4
The Executive Council shall have authority to spend Chapter funds for expenses as necessary.

Officers

Article 8 - Chapter Officers

Section 1
The Officers of the Chapter shall consist of the President, the Executive Vice President, the Vice President of Service, the Vice President of Chapter Records, the Vice President of Fellowship, the Vice President of Scholarship, and the Vice President of Communication.

Article 9 - Duties of the Officers

Section 1
All Chapter Officers shall:

A. Hold scheduled office hours in the Phi Theta Kappa office to ensure its availability to the general membership.
B. Support and guide fellow officers as needed
C. Confer regularly with Chapter Advisors in regard to Chapter activities.
D. Attend and participate in Executive Council, General membership and any other business meetings
E. Attend conferences and trainings
F. Assist in the preparation and completion of written Hallmarks annually
G. Participate in Chapter community service projects
H. Participate in Inductions ceremonies held in the Fall and Spring semesters
I. Participate as Marshals in the CPCC College Graduation ceremonies (if not graduating)

J. Coordinate or assist on-going fundraising activities and special fundraising events
K. Perform other duties as determined by the Executive Council

Section 2

The President Shall:

A. Prepare an agenda for and preside over General Membership Meetings and Executive Council Meetings..
B. Preside over all official Chapter functions.
C. Oversee the activities of the members of the Executive Council.
D. Appoint members as Committee Chairs for events as determined necessary by Executive Council.
E. Stay abreast of all Chapter committees' business.
F. Be considered official spokesperson for the Chapter after Conferring with the Executive Council in regard to all Chapter business.
G. Represent the Chapter at Regional and International Conventions.
H. Enforce all provisions of this Constitution.
I. Have the power to call additional meetings as needed, upon proper notice to all members of the Executive Council.

Section 3

The Executive Vice President shall:

A. Preside in the absence of the President.
B. Provide the other Vice Presidents with support and guidance in completion of projects and duties.
C. Organize and supervise Chapter activities relating to the recruitment and initiation of new members.
D. Coordinate all special events including induction ceremonies, conventions and conferences and events hosted by the chapter.
E. Oversee the preparation of the essay to be submitted for the Leadership Hallmark Award.
F. Meet with the President weekly to discuss Chapter business and activities.

Section 4

The Vice President of Service shall:

A. Implement the International Service Project and College Project.
B. Organize all Chapter service projects upon approval of the Executive Council.
C. Submit service project reports to the Service-Learning office at the conclusion of service projects.
D. Oversee the preparation of the essay to be submitted for the Service Hallmark Award.

Section 5

The Vice President of Chapter Records shall:

A. Record and maintain official records of the minutes for general assembly meetings and Executive Council meetings.
B. Work with Chapter Advisors and Student Life secretary to maintain an accurate account balance.

C. Complete funds request forms to Student Government Association and represents the Chapter at budget hearing proceedings.
D. Oversee the compilation of all Hallmark entries.

Section 6
The Vice President of Fellowship shall:

A. Organize and supervise all activities that are designed to promote fellowship among the members of the Chapter.
B. Organize and supervise any activities that are designed to promote fellowship on a Regional or International level.
C. Coordinate the reception of the Induction Ceremonies with the Executive Vice President.

Section 7
The Vice President of Scholarship shall:

A. Plan and organize events relative to the Honors Topic.
B. Organize and supervise all activities that are designed to promote scholarship among the members of the Chapter.
C. Oversee the preparation of the essays to be submitted for the Scholarship Hallmark.

Section 8
The Vice President of Communication shall:

A. Organize and supervise all Campus activities relating to the recruitment and initiation of new members.
B. Record and maintain database of Inductees and current members.
C. Update the chapter website.
D. Work closely with and report regularly to the campus Student Life Coordinator.
E. Inform members of meetings and events via various communication methods. All correspondence entered into on behalf of the Chapter must be approved by the Chapter President and an Advisor.

Article 10 - Election to Office

Section 1
Elections for the Chapter Officers shall be held within thirty (30) days before the end of the Spring Semester by a simple majority popular vote of Phi Theta Kappa members present or casting proxy ballots.

Section 2
The currently seated Executive Council shall hold nominations and a vote to fill open or vacated positions.

Article 11 - Terms of Office

Section 1
The term of office begins on the first day of the Summer semester following the election, and ends on the last day of the following Spring semester.
Section 2

The members of the Executive Council may not serve more than one complete term in the same office. In the case that an officer serves less than 16 weeks in an office, they are eligible to run again for the same office.

Article 12 - Stipends for Officers

Section 1
Subject to approval by the Director of Student Life and the recommendation of the Advisor(s), the Chapter President and the Chapter Executive Vice President will receive a stipend of $250.00 per semester, excluding summer. Similarly, the Vice President of Service, Records, Fellowship, Scholarship, and Communications will receive an incentive of $125.00 per semester, excluding summer.

This stipend will be awarded to those officers of Phi Theta Kappa who fulfill their duties with efficiency and maintain the required grade point average for Phi Theta Kappa. The stipend is based on hours of active Phi Theta Kappa participation and must be recorded on the Officer's point card. All point cards must be approved by the Advisor(s). The stipend is subject to pro-rating.

Section 2
At the end of withdrawal period of each semester, officers must submit a point card and any other documentation requested by the Advisor(s) and/or the Director of Student Life to support payment of the stipend.

Section 3
If an officer must leave office before serving the full term and has complied with duties of the office and completed point cards and other documentation, reimbursement is subject to pro-rating.

Article 13 - Dismissal from Office

Section 1
Any officer will automatically be removed from office if he/she is no longer in good standing as a member.

Section 2
The Executive Council has the right to dismiss any member who fails to abide by this constitution or the Student Code of Conduct. Any dismissal from office must be approved by the Chapter Advisor(s) and the Director of Student Life. The following process must be followed to dismiss any officer.

A. A verbal warning will be conveyed to the officer in question that states the specific reason for concern. The member will be notified that without change in action or behavior the process of dismissal from office will be initiated.
B. If no improvement occurs, a letter of warning will be sent one (1) week after the verbal communication has been conveyed to the officer in question. This letter must state that adequate improvement in the officer's participation and/or behavior must be demonstrated. This letter must outline the procedures for dismissal from office as stated in this constitution.
C. If no improvement occurs, a meeting of the Executive Council, and

Director of Student Life must meet to discuss the officer in question's dismissal from office. If there is a majority vote that the officer in question is to be dismissed from office, a letter should then be sent to this member that explains why this decision was reached. This letter must also state that if the officer chooses to resign, a letter of resignation must be sent within two (2) weeks of this meeting.

D. A letter of dismissal will be sent to the officer if a letter of resignation has not been received within two (2) weeks of the dismissal from office meeting. A copy of this letter will be sent to the Dean of Student Development.
E. An appeal of dismissal from office must be submitted in writing within two (2) weeks of the dismissal letter to the Dean of Student Development, who will determine whether a re-consideration is in order.
F. If the member in question fails to abide by the Student Code of Conduct and/or there is a situation that occurs that is considered inexcusable, then an immediate letter of dismissal will be sent and the officer will not have the option to resign.
G. All communication must be written by the Chapter President, Advisor(s) or by the Director of Student Life.

Advisors

Article 14 - Chapter Advisors

Section 1
The Chapter shall have as many as three (3) Faculty Advisors.

Section 2
Advisors for the Chapter shall be approved by the Dean and/or Director of Student Life. Once approved, new advisors must register with Phi Theta Kappa International, attend trainings and become fully aware of all responsibilities both with the College and the International organization.

Article 15 - Duties of the Advisors

Section 1
The Advisors shall correspond and communicate with the International and Regional offices of Phi Theta Kappa in guiding the activities of the Chapter.

Section 2
The Advisors shall approve required and necessary disbursements of funds upon recommendation of the Executive Council.

Section 3
The Advisors shall advise and assist the Officers in managing Chapter, Regional and International activities and meetings.

Section 4
The Advisors shall be responsible for maintaining master copies of all Chapter records.

Section 5
The Advisors shall inform the Chapter President of any deviations from this Constitution. Any activity planned and/or developed by the Chapter may be vetoed by the Chapter Advisors if these activities are deemed to be detrimental to Phi Theta Kappa and/or Central Piedmont Community College.

Meetings

Article 16 Order of Business

Section 1
Executive Council meetings are comprised of all officers and advisors and are closed to the general membership. General Membership meetings are comprised of Executive Council members and are open to any current or prospective members. Executive Council meetings and General Membership meetings will be held bi-weekly, on alternate weeks.

Section 2
The procedural rules governing all Chapter meetings shall be *Robert's Rules of Order* except as specified and set forth herein.

Section 3
Agenda for all Meetings shall follow these orders of the day, with exceptions granted by the President:

A. Call to Order
B. Introduction of Guests
C. Membership Sign-in
D. Reading and approval of the Minutes of Previous Meeting
E. Officer Reports
F. Committee Reports
G. Old Business
H. New Business
I. Advisor Reports
J. Motion to Close/Adjournment

Article 17 -Voting

Section 1
Chapter membership carries a vote in all Chapter business requiring a vote of the Chapter.

Section 2
Honorary membership carries no vote in any Chapter business.

Section 3
No member shall be allowed to enter more than one vote.

Section 4

A. Quorum shall be determined by having two-thirds of the seated Officers present.
B. Motions are passed through a simple majority, unless otherwise specified in the constitution.
C. Proxy votes may be entered on the behalf of any member who may not be present during a vote.

Section 5
The President shall be a voting member in all business proceedings.

Article 18 – Conferences and Conventions

Section 1
Members of the Chapter may attend Regional and International Conventions of the Society.

Section 2
The Chapter shall pay Regional and International expenses for selected members and officers in attendance as authorized by the Executive Council. Students traveling and attending conferences must abide by the Student Code of Conduct and sign Learning Contracts.

Inductions

Article 19 – Inductions and Induction Period

Section 1
Inductions will be held twice a year, once in the Fall and once in the Spring semesters.

Section 2
Eligible students meet requirements noted in Article 4, section 1. Students will be notified in writing of their eligibility, which is based on cumulative GPA from the previous Fall or Spring semester.

Section 3
Induction Period shall be considered open once eligibility letters have been sent. The Induction Period shall be considered closed on the day of the Induction Ceremony for that semester. Any applications received after the Induction period has closed will be considered late and incur a late fee.

Finances

Article 20 - Finance

Section 1
The Chapter shall be operated exclusively for educational purposes.

Section 2

The Chapter shall be operated as if it were an organization exempt from taxation under Section 501(a) and described in Section 501(c)3 in the Internal Revenue Code.

Section 3
The Fiscal Year for the Chapter shall follow the CPCC fiscal year.

Article 21 - Dues

Section 1
Chapter membership dues shall be fixed by the Executive Council and may only be made payable to the cashier's office at any CPCC campus location.

Section 2
There shall be no refund of membership dues.

Section 3
A late fee will be levied on membership dues if an application is received after the Induction period has closed, as defined in Article 19, section 3.

Article 22 - Expenditure of Funds

Section 1
All dues, donations, grants, and other types of financial income shall be expended for the purpose of this Chapter as defined by the Executive Council.

Section 2
All expenses must be approved by the Executive Council.

Section 3
The Chapter shall always maintain $250 as the minimum bank balance, and end the fiscal year with not less than $500.

Article 23 Off and On Campus Accounts

Section 1
An off-campus account will be maintained by the Faculty Advisors in the name of the Chapter.

Section 2
The Faculty Advisors shall maintain accurate records and update off and on campus accounts with the Director of Student Life.

Changes to Constitution & Chapter

Article 24 - Amendments

Section 1
This Constitution and By-Laws may be amended at any General Membership meeting provided:

A. That all amendments have been submitted during the previous General Assembly meeting;
B. That all members be notified in writing of all proposed Amendments.
C. That all amendments have been submitted to the Executive Council during the last Council meeting.
D. That a two-thirds vote of the members present approve the Amendments.

Article 25 - Provisions of Dissolution

Section 1
If the Chapter should ever cease to operate as provided for in this Constitution, the accumulated assets shall be distributed in accordance with the laws of North Carolina and the laws of the United States of America.