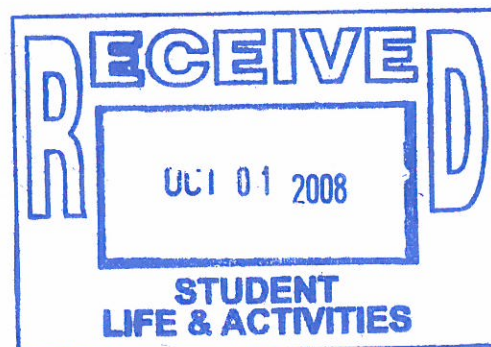


**By-Laws of Alpha Pi Theta,
Chapter of Phi Theta Kappa
Brookdale Community College
Lincroft, New Jersey**

*Adopted: September 1990
Amended: July 2005*



ARTICLE I – NAME

The name of this Chapter will be Alpha Pi Theta. Alpha Pi Theta is a chartered Chapter of Phi Theta Kappa, the International Honor Society of two-year colleges.

ARTICLE II - PURPOSE

The purpose of Alpha Pi Theta is to recognize and encourage academic excellence, leadership, and service among Brookdale Community College students. In working toward this goal, the Chapter will provide opportunities for the following: an intellectual climate for the exchange of ideas; an environment which encourages an interest in continuing academic excellence; the development of leadership skills; service to the college and the community; and a lively fellowship for scholars.

ARTICLE III - MEMBERSHIP DEFINITIONS AND QUALIFICATIONS

This Chapter will consist of **Active Members, Provisional Members, and Honorary Members** as defined by the following requirements for each category of membership.

Section 1. Active Membership

Active Members are Brookdale Community College students who have met all of the requirements for International, Regional and Chapter membership. Active Membership is open to all Brookdale students who have:

- A. Earned a 3.7 grade point average.
- B. Completed a minimum of twelve hours of college credit course work at Brookdale (developmental courses shall not be used to compute the twelve credit hour requirement), be a matriculated student, and be currently enrolled in at least one college credit course.
- C. Paid the one time International, Regional and Chapter dues.

Section 2. Maintaining Active Membership

- A. Maintain a 3.35 cumulative grade point average after induction into Alpha Pi Theta.
- B. Members must be of good moral character in accordance with the Constitution and By-Laws of Phi Theta Kappa, with recognizable qualities of citizenship.
- C. Active Members who fail to maintain the cumulative grade point average as required for their membership status will be considered on probation and will have one semester in which to raise their cumulative grade point average to the required level. Reinstatement will occur by letter to a probationary member from the Chapter President.
- D. All Active Members will also adhere to the Student Conduct code as described in the \ Brookdale Community College Student Handbook, Regulation 6.3000R.

Section 3. Loss of Membership

An active member who fails to raise his/her cumulative grade point average after one semester will have his/her name removed from the official Membership list of Alpha Pi Theta, and the International Office of Phi Theta Kappa will also be notified to do the same. These individuals will no longer be members of Phi Theta Kappa and will lose all of the benefits and privileges of membership.

Section 4. Active Membership Benefits and Privileges

A. Active Members will be eligible for all of the benefits and privileges of membership in Phi Theta Kappa and Alpha Pi Theta, and they will be the only members who may vote on Chapter business and other matters. The benefits and privileges of membership are including, but not limited to:

1) International Membership privileges which consist of:

- a) Being included on International Membership rolls
- b) Having the gold Phi Theta Kappa Seal affixed to the members' degree certificate of graduation
- c) Having the words "Member of Phi Theta Kappa" stamped on the members' transcript
- d) Wearing the gold Honors Stole at Chapter events and at graduation
- e) Wearing Phi Theta Kappa jewelry and any clothing bearing the Phi Theta Kappa insignia
- f) Attending International and Regional meetings
- g) Running for and holding International and/or Regional office

2) Local Chapter membership privileges which consist of:

- a) Participation in Chapter activities and programs
- b) Being recognized at local events and in local publications as a Chapter member
- c) Running for and holding a Chapter office
- d) Representing the Chapter and the College at off-campus events
- e) Voting at Chapter meetings and in Chapter elections
- f) Being placed in the appropriate category for International and Regional travel opportunities at Chapter expense
- g) Being eligible for scholarship opportunities

All Active Members will receive a Certificate of Membership in Phi Theta Kappa and a Gold Key Pin.

Section 5. Provisional Membership

A. Provisional Members are Brookdale students with fewer than twelve (12) credits who have met any one of the following requirements:

- 1) Was a National Honor Society member in High School
- 2) Has a High School cumulative GPA of 3.70 or better
- 3) Is a transfer student with a cumulative GPA of 3.70 or better
- 4) Has successfully appealed to the Executive Board for Provisional Membership

B. Provisional Members who obtain twelve (12) credits but do not maintain a 3.70 cumulative GPA will be dropped as a Provisional Member.

C. Provisional Members will be eligible for the following privileges:

- 1) Being included on International Membership rolls
- 2) Wearing Phi Theta Kappa jewelry and any clothing bearing the Phi Theta Kappa Insignia, with the exception of the Golden Key lapel pin.
- 3) Participation in Chapter activities and programs
- 4) Being recognized at local events and in local publications as a Chapter member

Section 6. Honorary Membership

Honorary Membership may be granted to a person who has rendered distinguished service to Alpha Pi Theta.

- A. Any Active Member, Chapter Advisor or Chapter Co-Advisor(s) may recommend a candidate for Honorary Membership.
- B. Recommendations for Honorary Membership must be submitted in writing to the Executive Board. The Executive Board must then approve the candidate's membership by a majority vote.
- C. Honorary Members will be entitled to the following privileges:
 - 1) Being included on International Membership rolls
 - 2) Wearing the gold Honors Stole at Chapter events
 - 3) Wearing Phi Theta Kappa jewelry and any clothing bearing the Phi Theta Kappa insignia
 - 4) Participation in Chapter activities and programs
 - 5) Being recognized at local events and in local publications as a Chapter member

All Honorary Members will receive a Certificate of Membership in Phi Theta Kappa and a Gold Key Pin.

Section 7. Travel Priority System At Chapter Expense

Budget permitting, the following priority schedules will be used to determine who is eligible for Chapter funds to cover any or all expenses:

- A. Honors Institute
 - 1) Chapter Vice-President of Scholarship
 - 2) Other Officers
 - 3) Eligible Active Members
 - 4) Advisors
- B. International, Regional and State Events
 - 1) Officers
 - 2) Advisors
 - 3) Enhanced Members who qualify

ARTICLE IV – GOVERNANCE

Section 1. International

As a chartered Chapter of the International Phi Theta Kappa organization, Alpha Pi Theta is subject to all the rules, regulations, and policies set forth in the International Phi Theta Kappa Constitution and By-Laws and to the operating procedures established by the International Headquarters.

Section 2. College

Alpha Pi Theta is subject to all the policies, regulations, and procedures of Brookdale Community College.

Section 3. Executive Board

The Executive Board, with the advice and consent of the Chapter Advisor, shall be empowered to conduct the business of Alpha Pi Theta Chapter. All actions taken by the Executive Board will be in accordance with the International and Regional Constitution and By-Laws of Alpha Pi Theta Chapter and will be reported to the general membership at the next regular meeting.

ARTICLE V - CHAPTER OFFICERS

Section 1. Officers

The elected officers of Alpha Pi Theta will be:

- 1) President
- 2) Vice-President of Leadership
- 3) Vice-President of Scholarship
- 4) Vice-President of Service
- 5) Vice-President of International Service
- 6) Vice-President of Communications
- 7) Vice-President of Finance
- 8) Vice-President of Membership
- 9) Vice-President of Fundraising
- 10) Executive Assistant

Section 2. Elections

- A. Elections will take place during the month of April with the time, date, and place to be set by the Executive Board. Elections shall be conducted by closed ballot with members writing their choices of candidates on paper. The votes will be tallied by the nominating committee under the guidance of the Vice President of Leadership. Newly elected officers will be installed in the month of May. Officer terms shall run from installation to the following May installation.
- B. Only Active Members may serve in Officer positions.
- C. A brief campaign speech must be given by each candidate present at the meeting on the day of elections prior to the balloting. Notice of intention to run for an Executive Board position must be given to the Chapter Advisor at least 48 hours prior to the day of the election. A candidate who cannot be present at that meeting must have his/her speech given by a person he/she designates. A member may be a declared candidate for only one (1) office per election. In the event there are no declared candidates running for a particular position, nominations will be accepted from the floor. Absentee ballots will be accepted.
- D. The individual receiving a majority of the votes cast shall be declared officer elect and will assume the duties of the office upon installation.
- E. In the event of a tie, a tie-breaking vote will take place at the same meeting.
- F. The outgoing Executive Board will continue to act as the governing body for the Chapter until the installation of new officers has taken place.

Section 3. Vacancies

A. An office can be vacated by either:

- 1) Removal from office by impeachment process as outlined in Section 4 of the By-Laws below.
- 2) Acceptance by the Executive Board of a letter of resignation addressed to the Chapter President. If the Chapter President is resigning, the letter of resignation is to be addressed to the Executive Board.

B. Should any office become vacant, the Executive Board may appoint a temporary replacement.

At the next General Membership meeting, the vacancy and temporary appointment, if any, will be announced.

- C. At the first or second General Membership meeting following the announcement of the vacancy, the Active Members will elect a permanent replacement. Elections for vacancies will follow the same guidelines as outlined in Article 5, Section 2, B through F. The Executive Board will determine which of the two meetings will serve for this process. Replacement officers will serve until the next installation of newly elected Officers.

Section 4. Impeachment of Officers and Removal from Office

If any Officer fails to fulfill the duties of their office, he or she may be removed as follows:

- 1) A written recommendation for impeachment must be submitted to the Advisor(s). This recommendation may be submitted by any Active Member of Alpha Pi Theta.
- 2) If the Advisor(s) finds the reasons within the written recommendation dubious, he or she must suspend all impeachment efforts. However, if the Advisor(s) finds the reasons expressed within the written recommendation incontrovertible, he or she must inform the Executive Board immediately.
- 3) The entire Executive Board will then listen to the testimony of the individual bringing the impeachment in addition to the defense of the officer being considered for impeachment. After both parties have spoken, the entire Executive Board will take a vote deciding whether or not to impeach the officer. The officer being considered for impeachment may not vote. The officer will be impeached if 2/3 of the Executive Board (excluding the officer being considered for impeachment) vote in favor of impeachment.
- 4) In the case of an impeachment, the removal of the officer must be performed in a timely manner to avoid any adverse effects on the Chapter.

Section 5. Duties of Chapter Officers

A. General Duties for all Officers

It will be the duty of all Officers of Alpha Pi Theta to carry out the following responsibilities:

- 1) Attend Chapter and Executive Board meetings and Chapter activities.
- 2) Form and chair ad-hoc committees as needed to aid them in the execution of the duties of their office.
- 3) Notify Officers and members of any of the activities concerning their office.
- 4) Submit committee reports at all General Membership and Executive Board meetings.
- 5) Set up and maintain files of correspondence for their respective position.
- 6) Submit activity reports to Executive Assistant containing a description of and attendance at each activity.
- 7) Develop the goals, plans, and the activities calendar for Alpha Pi Theta.

B. President

It will be the duty of the President of Alpha Pi Theta to carry out the following responsibilities:

- 1) Serve as the Chairperson of the Executive Board or appoint an acting chairperson in his/her absence. The President may only vote in the event of a tie.
- 2) Preside over all Alpha Pi Theta meetings or appoint an acting President in his/her absence.
- 3) Supervise and hold accountable the other Chapter Officers for the carrying out of their respective duties.

- 4) Establish ad-hoc committees and appoint members as needed.
- 5) Serve as an ex-officio member of all committees.
- 6) Present the business of the Chapter to the Membership.
- 7) Inform Officers and Advisors of all meeting times, dates, and locations.
- 8) Initiate new members into Alpha Pi Theta at all Induction Ceremonies.
- 9) Introduce guest speakers at meetings, programs, and ceremonies.
- 10) Speak (both impromptu and prepared) at conferences, meetings, and ceremonies.
- 11) Prepare the budget and annual report to the Student Life Board.
- 12) Initiate and incorporate the Five-Star Goal Program in chapter activities.
- 13) Coordinate the Annual Turnover Ceremony.
- 14) Represent the Chapter at all times.

C. Vice-President of Leadership

It will be the duty of the Vice-President of Leadership to carry out the following responsibilities:

- 1) Plan and oversee all leadership activities at designated General Membership meetings.
- 2) Coordinate any workshops to be presented at State Leadership Conferences and/or Regional Convention and leadership workshops for Alpha Pi Theta Officers, members, and other students.
- 3) Coordinate and conduct new officer training.
- 4) Act as the chapter representative / link to BCC clubs and official bodies (Governance)
- 5) Implement and oversee Enhanced Membership program in conjunction with the other Officers.
- 6) Act as Parliamentarian in all matters concerning proper procedures and Rules of Order.
- 7) Create a Nominating Committee to establish a slate of officers prior to annual elections. It will be the responsibility of this committee to tally votes and declare the winners in the election.
- 8) Assume the duties of the President in the event the President is unable to carry out the duties of the office or in the event of President's absence.
- 9) Write Leadership Hallmark Papers for entry at Regional and International Convention.
- 10) Chair a Leadership Committee.
- 11) Plan and help implement the College Project.
- 12) Be the liaison between Alpha Pi Theta and other Student Organizations on campus.

D. Vice-President of Scholarship

It will be the duty of the Vice-President of Scholarship to carry out the following responsibilities:

- 1) Develop programs and implement the Honors Study Topic
- 2) Plan and oversee all Honors Study Topic activities at designated General Membership meetings.
- 3) Maintain files and information on scholarship availability.
- 4) Communicate regular updates regarding scholarship availability and deadlines.
- 5) Write Scholarship Hallmark Papers for entry at Regional and International Convention.
- 6) Chair a Scholarship Committee.
- 7) Chair an Honors Study Topic Committee.

E. Vice-President of Service

It will be the duty of the Vice-President of Service to carry out the following responsibilities:

- 1) Plan, implement, and coordinate Chapter service activities.
- 2) Maintain a list of contact persons with whom Alpha Pi Theta has established long-term service projects.
- 3) Maintain activities with designated service organizations—including maintaining long-term, ongoing commitments and relationships and a list of contact people for those organizations.

- 4) Write Service Hallmark Papers for entry at Regional and International Convention.
- 5) Chair a Service Committee.

F. Vice-President of International Service Project

It will be the duty of the Vice-President of International Service Project to carry out the following responsibilities:

- 1) Plan, implement and coordinate Chapter activities related to the International Service Project.
- 2) Maintain activities with designated service organizations—including maintaining long-term, ongoing commitments and relationships and a list of contact people for those organizations.
- 3) Chair an International Service Committee.
- 4) Assist VP of Service in writing Service Hallmark Papers for Regional/International Convention

G. Vice-President of Communications

It will be the duty of the Vice-President of Communications to carry out the following responsibilities:

- 1) Maintain the chronological list of all chapter events.
- 2) Chair a Communications committee.
- 3) Prepare the bi-annual newsletter, *The Key Word*.
- 4) Prepare news-brief, *Kappanings*.
- 5) Maintain the Alpha Pi Theta website.
- 6) Report events to *Happenings*.
- 7) Maintain the chapter scrapbook.
- 8) Invite BCC Public Relations Department and public press to chapter events.

H. Vice-President of Finance

It will be the duty of the Vice-President of Finance to carry out the following responsibilities:

- 1) Plan and implement all Chapter budgets with the President.
- 2) Be responsible for all financial transactions of the Chapter
- 3) Co-sign with the Chapter Advisor all requests for disbursements from the ASBCC account in the Chapter's name. In VP of Finance's absence the President will be the designated co-signer.
- 4) Receive and deposit all money in the Chapter accounts.
- 5) Be responsible for collecting all dues and membership fees, in conjunction with the VP of Membership.
- 6) Make and maintain copies of all checks received for deposit.
- 7) Keep updated records of the Chapter's funds which shall include all income and expenditure and the receipt of same.
- 8) Present to the board a written report of the status of the Chapter's finances at Executive Board Meetings and make available reports when requested by Chapter Officers and Advisors.
- 9) Reconcile Chapter records with that of ASBCC accounts, once per term or at the request of the Chapter President and/or Advisors.
- 10) At the end of the Treasurer's term of office, all books will be balanced, summarized and bound with all supporting documents to be placed in the office records.

I. Vice-President of Membership

It will be the duty of the Vice-President of Membership to carry out the following responsibilities:

- 1) Implement new ways to increase membership and meeting attendance.
- 2) Plan, organize, and implement the Orientation Program, Induction Ceremony and all activities

- surrounding them, for initiating Active Members.
- 3) Communicate with prospective members to encourage them to join.
 - 4) Receive membership applications and fees and report to headquarters.
 - 5) Create and maintain a membership database that includes members' names, addresses, phone numbers, and e-mail addresses.
 - 6) Be in charge of the Pinnacle Program.
 - 7) Chair a Membership Committee.

J. Vice-President of Fundraising

It will be the duty of the Vice-President of Fundraising to carry out the following responsibilities:

- 1) Plan, implement, and coordinate new ideas for fundraising items.
- 2) Coordinate fundraising proposals between the BCC Foundation, Student Life and PTK.
- 3) Present the business of fundraising to the membership.
- 4) Order items needed for induction and graduating members and make available these items for purchase at meetings and events.
- 5) Maintain inventory of fundraising items at least twice a year and file a report of these items with the Executive Board.
- 6) Receive and submit all fundraising monies to the Vice President of Finance.

K. Executive Assistant

It will be the duty of the Executive Assistant to carry out the following responsibilities:

- 1) Record minutes at all executive meetings and email them to all officers and Advisors.
- 2) Maintain chapter files of minutes, etc.
- 3) Prepare and maintain the chapter calendar.
- 4) Prepare and maintain a list of all chapter events.
- 5) Maintain a list of the office hours for all Executive Board members.
- 6) Maintain records of membership participation at all chapter activities to be used for award essays and the annual report.
- 7) Maintain and distribute officer contact list to included parties.

ARTICLE VI - THE EXECUTIVE BOARD

Section 1. Composition

- A. The Executive Board will consist of the President, who will be the chairperson, all elected Officers, the Chapter Advisor and the Co-Advisor(s) of Alpha Pi Theta.
- B. A majority of the Executive Board will constitute a quorum for a meeting. Voting on the business of the meeting will be based upon a simple majority of those present to pass any items requiring a vote with the President voting only in the event of a tie, in which case the President's vote shall break the tie. The Advisor and Co-Advisor(s) will not be counted for obtaining a quorum, and will be non-voting members of the Executive Board.

Section 2. Meetings

Executive Board meetings will be held no less than twice monthly, except during the months of June, July, and August. Meetings during these months shall be determined by the Executive Board. In the case of special and/or emergency meetings, the Chairperson must give at least twenty-four (24) hours notice to all Officers of the date, time, and place of the meeting.

ARTICLE VII - CHAPTER MEETINGS

Section 1. Regular Meetings

- A. The Chapter will hold regular meetings as needed from September through May as decided by the Executive Board. Meetings during June, July, and August will be held on an as needed basis as decided by the Executive Board.
- B. The Active Members present at an Alpha Pi Theta meeting will constitute a quorum for carrying out Chapter business and voting.
- C. Prior to the beginning of the Fall and Spring semesters, the Executive Board will establish the dates, times, and locations of Chapter meetings.

Section 2. Orientation for Prospective Members

- A. There will be at least two orientation receptions for prospective members during the academic year at Brookdale.
- B. The dates, times, and locations for these receptions will be set by the Executive Board.

Section 3. Induction of New Active Members

- A. There will be at least two formal Induction Ceremonies for new Active Members during the academic year at Brookdale.
- B. The dates, times, and locations for these Induction Ceremonies will be set by the Executive Board.

ARTICLE VIII – AMENDMENTS

Section 1. Procedure 8

- A. All proposed amendments to the By-Laws must first be submitted to the Executive Board for their discussion and approval by a two-thirds vote of the entire Board. A proposed amendment must be reported out of the Executive Board within two months of the meeting at which it was initially considered. If the amendment is not reported out, it will be automatically approved and go to the full membership as defined in Paragraph B.
- B. Proposed amendments that have been approved by the Executive Board must be publicized at least two weeks before being considered for discussion and debate at a regularly scheduled Chapter meeting. A vote on the proposed amendment(s) will take place at the next regularly scheduled Chapter meeting after the meeting for debating the amendment(s).
- C. A proposed amendment to the By-Laws must be approved by at least a two-thirds vote of the Active Members present.

ARTICLE IX - CHAPTER ADVISOR AND CO-ADVISOR(S)

Section 1. Appointment

- A. The Academic Vice-President of the College, in consultation with the Executive Board of the Chapter, will appoint the Chapter Advisor and the Co-Advisor(s). The Executive Board of the Chapter will appoint the Advisor and Co-advisor(s) for a one year term in conjunction with the College fiscal year. Reappointment will be subject to review by the Academic Vice-President of the College.
- B. The Chapter Advisor will report to the Academic Vice-President of the College. The Chapter Co-Advisor(s) will report to the Chapter Advisor.

Section 2. Overall Responsibility

The Chapter Advisor will be responsible for the guidance of all Chapter activities and will act on behalf of the International Phi Theta Kappa Organization and the College Administration.

Section 3. Specific Duties

The Chapter Advisor will oversee the completion of the annual report, the membership report forms and the membership profile forms required by the International Phi Theta Kappa Organization. In addition, the Chapter Advisor will oversee the budgeted monies appropriated by the College.

Section 4. Voting

The Chapter Advisor and the Co-Advisor(s) will not be voting members of the Chapter.

Section 5. Co-Advisors

The Co-Advisor(s) will oversee the completion of a specific duty or area of activity as directed by the Chapter Advisor.

ARTICLE X – RATIFICATION

Upon ratification of the By-Laws and any amendments to it, all previous Constitutions and By-Laws will become null and void.

ARTICLE XI - ROBERT'S RULES OF ORDER

Any situation not completely provided for in the International Phi Theta Kappa Constitution and By-Laws and/or in the By-Laws of Alpha Pi Theta Chapter will be governed by Robert's Rules of Order.