



# ACCREDITATION EVIDENCE

**Title:** Phi Theta Kappa Constitution

**Evidence Type:** Corroborating

**Date:**

**WAN:** 22-0534

**Classification:** Resource

**PII:** No

**Redacted:** No



# PHI THETA KAPPA

## Western Wyoming Community College

### Constitution

#### ARTICLE I- NAME

##### Section 1: Naming

- a. The official name of this organization is “Phi Theta Kappa.”

#### ARTICLE II- OBJECTIVES

##### Section 1: The objectives of Phi Theta Kappa

- a. Provide the opportunity to any WWCC student to gain knowledge of Phi Theta Kappa and interact with others.
- b. Provide support to WWCC through encouraging the continuation of a higher education and high achievements.
- c. Aid students, faculty, staff, and community members by interacting with the school and community in as many beneficial ways as possible.
- d. Educate students in real world happening and interactions.
- e. Use Phi Theta Kappa as a recruitment and retention tool for WWCC.

#### ARTICLE III- MEMBERSHIP

##### Section 1: The following guidelines will regulate membership in Phi Theta Kappa

- a. Any current student of WWCC who is eligible may become an active member.
  - a. Eligibility includes, but is not limited to: achieving a 3.8 GPA while taking a minimum of 12 credits in the same semester, paying the club dues and maintaining a 3.25 GPA.
- b. Non-officer members have the right to motion, to second, and to vote.
- c. Unless otherwise specified within this constitution, present majority of members shall decide all votes.
- d. Active members may be required to fulfill various duties including but not limited to: working assigned shifts for fund raisers and events as well as attending meetings.

- e. Obligations for Phi Theta Kappa cannot be entered except by vote of current officers.
- f. Members shall be required to work assigned shifts.
- g. 24-hour notification shall be required for absences not involving emergency situations.
- h. A motion and a second may be proposed to vote a member or officer from Phi Theta Kappa. Current members will then vote and upon two thirds vote, a member or officer may be dismissed form Phi Theta Kappa.
- i. With approval of the Senior Advisor, a dismissed member may become eligible to return to Phi Theta Kappa the following semester.

## **ARTICLE IV- OFFICERS**

### Section 1: General Information and Requirements

- a. Officers shall be elected to the following roles: President, Vice-President of Scholarship, Vice-President of Leadership, Vice-President of Service, Vice-President of Fellowship, Vice-President of Public Relations, Secretary, Treasurer, and ASG Representative.
- b. Officers shall be responsible for reserving facilities to house meetings they call and activities they plan.
- c. Officers shall be required to be full-time students at WWCC.
- d. Officers should have at least one semester of membership within Phi Theta Kappa before being eligible for election as an officer.
- e. Officers, excluding the President, may motion, second, and be entitles to one vote.
- f. The President may only motion and in the cases of a tie, cast a single vote.

### Section 2: Election for Officers

- a. A majority vote of current members shall elect officers. In the event of a tie, a re-vote shall occur. Upon a second tie, the Senior Advisor shall select the officer.
- b. Elections will take place no later than the end of the fourth week of every fall semester.
- c. Elections shall be held within three weeks of a vacancy of an officer's position.
- d. There shall be no limit to the number of terms a person may be elected.
- e. Terms shall be set from one fall election until the next.

### Section 3: Duties of Officers

- a. President
  1. Prepare meeting agendas and lead meetings.
  2. Appoint and establish necessary committees.
  3. Vote only in the case of a tie.
  4. Develop goals for the chapter with help from other officers and advisors.
  5. Submit Five Star Goal and Update Forms online.
  6. Oversee award entry preparation.
  7. Report successive officers to Headquarters.
  
- b. Vice-President of Scholarship
  1. Oversee all Honors Study Topic activities.
  2. Coordinate the chapter's participation in the Honors Satellite Seminars.
  3. Encourage and recognize academic excellence.
  4. Coordinate the preparation of the Scholarship Hallmark Award entry,
  
- c. Vice-President of Leadership
  1. Direct the chapter in the use of parliamentary procedure for meetings.
  2. Oversee all leadership activities.
  3. Encourage the development of leadership skills.
  4. Coordinate the preparation of the Leadership Hallmark Award entry.
  
- d. Vice-President of Service
  1. Report the chapter to Headquarters as a Chapter of Service.
  2. Oversee all International Service Program activities.
  3. Develop activities that promote volunteerism and community service.
  4. Coordinate the preparation of the Service Hallmark Award entry.
  
- e. Vice-President of Fellowship
  1. Encourage scholarly fellowship at all levels of the Society.
  2. Implement strategies to increase membership acceptance,
  3. Enroll the chapter in the Pinnacle Scholarship Award Program.
  4. Coordinate the chapter's member participation program.
  
- f. Vice-President of Public Relations
  1. Promote the chapter at all levels of the Society.
  2. Write and submit articles to campus and community newspapers.
  3. Produce issues of the chapter newsletter.
  4. Oversee the development and updates to the chapter website.
  5. Take photographs at all chapter events.

## **ARTICLE V- ADVISERS**

### Section 1: General Information and Requirements

- a. The chapter advisor shall be appointed by the local institution's administration and thus through virtue of appointment shall be a member of the Association of Chapter Advisors.
- b. Each advisor shall be responsible for local membership, guidance, and approval of local activities, and shall act as a liaison between the International Headquarters and the local chapter.
- c. The advisor shall have the additional responsibilities of overseeing completion of the local chapter's annual report, assuring adherence to all Headquarters and Board of Director's policies and procedures.
- d. If the members and the Senior Advisor deem it necessary, a second Advisor may also be selected through the same process as the Senior Advisor, except that the second Advisor need only to be a part-time employee of WWCC.
- e. Advisors are encouraged to participate in programming as much as their employment allows.
- f. If all Advisor positions are vacant, the Director of Student Activities will act interim as Advisor until a permanent Advisor can be found.

### Section 2: Advisor Selection, Process, and Criteria

- a. Open Advisor positions shall be solicited on-campus.
- b. Motions must be made in general meeting to nominate candidates to be put on the ballot for voting.
- c. The Senior Advisor or interim Advisor must approve candidates, ensuring that they have previous experience and knowledge of broadcasting, and must confirm that the candidate intends to be on the ballot before a vote can be made.

## **ARTICLE VI- MEETINGS**

### Section 1: Meeting Frequency

- a. General meetings shall be called no less than once a month, excluding holidays.
- b. Officer meetings shall be held no less than every other week, excluding holidays.

## **ARTICLE VII- REVENUE**

### Section 1: Membership Dues

- a. Each person must pay a onetime fee of \$75 to become a member.

### Section 2: Other Form of Revenue

- a. Revenue shall come from semester allocations from ASG, local sponsorships, and fundraisers.

## **ARTICLE VIII- EXPENDITURES**

### Section 1: Budget

- a. The organization shall develop a semi-annual budget at the beginning of each fall and spring semester.
- b. Amendments may be made to the budget at any general meeting by process of a two-thirds vote with a minimum of one-half the members present.

### Section 2: Submittal

- a. A copy of the fiscal budget shall be submitted to ASG at the beginning of the fall and spring semesters along with funding requests.
- b. Proposed amendments to this constitution must be motioned, second, and ratified by two-thirds majority vote within the same general meeting.
- c. Amendments must be approved through the Senior Advisor before they become official.
- d. Once ratified by vote and approved through the Senior Advisor, a copy of the amendment must be presented to ASG at their next meeting.

### Section 2: Process for Revision of this Constitution

- a. Motions for revision of this constitution must come from officers.
- b. Revision of the constitution must be motioned, second, and ratified by three-fourths majority within the same general meeting with at least three-fourths of the members present.
- c. Revisions must be approved through the Senior Advisor before any revision may become official.
- d. Once ratified by vote and approved through the Senior Advisor, a copy of the revised constitution must be presented to ASG at their next meeting.

**ARTICLE IX- RATIFACATION**

Section 1: Ratification of Constitution

- a. This constitution shall be considered ratified when all officers and Senior Advisor have signed it.

**Club President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Club Vice-President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Club Secretary** \_\_\_\_\_ **Date** \_\_\_\_\_

**Club Public Relations** \_\_\_\_\_ **Date** \_\_\_\_\_

**Club Senior Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_