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Phi Theta Kappa Chapter Bylaws



Paris Junior College

College

Beta Zeta

Chapter

Bylaws of

Beta Zeta

Chapter

CHAPTER 1. CHAPTER NAME

The name of this chapter of Phi Theta Kappa Honor Society shall be Beta Zeta.

CHAPTER 2. PURPOSE

The purpose of Beta Zeta Chapter of Phi Theta Kappa Honor Society at Paris Junior College shall be to provide recognition for academic excellence and opportunities for all college students to grow as scholars and leaders as early as possible during their pursuit of a college degree or credential.

CHAPTER 3. MEMBERSHIP

Types of membership in Beta Zeta Chapter shall consist of member, provisional member, alumni member, and honorary member as defined in Chapter I, Section 1, of the Phi Theta Kappa Honor Society Constitution and Bylaws.

- A. Member:** Chapter eligibility is described in the table below and shall follow the eligibility requirements of the Phi Theta Kappa Honor Society Constitution and Bylaws¹, as well as the membership guidance provided below.

Degree Type	Minimum Hours	Minimum GPA	Maintenance GPA
Associate Degree	12	3.5	3.0
1 Year Certificate	12	3.5	3.0
Bachelors Degree	12	3.5	3.0

A member from another Phi Theta Kappa Honor Society chapter may transfer membership to Beta Zeta Chapter upon enrollment at Paris Junior College, provided the member meets the local chapter maintenance standards.

Additional Local Membership Standards: Developmental coursework shall not count toward the minimum credit-hour requirement. Active members must maintain enrollment in at least three (3) credit hours at Paris Junior College to remain in good standing.

- B. Provisional Member:** In addition to meeting eligibility requirements as stated in Article IV, Section 1B of the Phi Theta Kappa Honor Society Constitution and Bylaws, a provisional member must be currently enrolled in coursework leading to a degree or certificate credential at the institution and, in the opinion of the local chapter, have demonstrated an active interest in the affairs of the Society or serve the chapter in a special capacity.

Provisional members shall not have the right to vote, hold office, or represent the chapter at meetings of the Society, as provided in the Phi Theta Kappa Honor Society Constitution and Bylaws.

Provisional members shall not be required to pay international or regional membership fees until qualifying for full membership.

¹ [Phi Theta Kappa Constitution](#)

- C. **Alumni Member:** An alumni member is a former active member of Phi Theta Kappa Honor Society who was in good standing at the time of separation from the institution and is no longer enrolled at the institution where the member's record is located, as defined in Article IV, Section 1C of the Phi Theta Kappa Honor Society Constitution and Bylaws.
- D. **Honorary Member:** An honorary member is a person who, in the opinion of the Society or of the local chapter, has rendered distinguished service, as defined in Article IV, Section 1D of the Phi Theta Kappa Honor Society Constitution and Bylaws. Honorary members shall be approved and submitted to Phi Theta Kappa Headquarters using the official Honorary Membership Request Form.

CHAPTER 4. CHAPTER ADVISOR

The chapter advisor shall serve as the primary steward of the chapter and shall carry out the duties described in the Phi Theta Kappa Honor Society Constitution and Bylaws, Chapter III, Section 3. The advisor is responsible for supporting the mission of Phi Theta Kappa and ensuring the chapter operates in accordance with Society policies and the rules and regulations of the sponsoring institution.

- A. **Appointment and Role:** The chapter advisor shall carry out the duties described in the Phi Theta Kappa Honor Society Constitution and Bylaws, Chapter III, Section 3, shall be officially appointed by the institution's administration, and shall serve as a non-voting member of the chapter.
- B. **Mission and Student Support:** The chapter advisor shall support the mission of Phi Theta Kappa by guiding students, approving chapter activities, and encouraging scholarship, leadership, service, and fellowship.
- C. **Chapter Administration and Membership Submission:** The contact advisor shall serve as the official liaison between the chapter, the sponsoring institution, and Phi Theta Kappa Headquarters. Responsibilities shall include:
 - a. Overseeing the chapter's approved process for nominating and submitting eligible students for membership no fewer than one time each academic year.
 - b. Submitting required reports to Headquarters, including the Chapter Annual Report and reports of chapter progress.
 - c. Completing required chapter transactions and requests with Headquarters on behalf of the chapter.
 - d. Maintaining active communication with Headquarters and providing accurate and timely information to chapter officers and members.
- D. **Financial Stewardship and Institutional Oversight:** The chapter advisor shall exercise good stewardship of chapter resources and ensure compliance with Phi Theta Kappa policies and the rules and regulations of the sponsoring institution.
 - a. Chapter fees received from PTK Headquarters, and all other funds received by or on behalf of the chapter, including but not limited to fundraising proceeds, donations, grants, sponsorships, institutional support, or event revenue, shall be deposited into an account maintained within the financial control of the sponsoring institution and subject to institutional audit procedures.
 - b. The chapter advisor shall oversee compliance with institutional financial procedures related to chapter funds and transactions.

- E. Communication and Appointment:** The chapter advisor shall maintain active communication with Headquarters and provide accurate and timely information to chapter officers and members. The advisor shall be officially appointed by the institution's administration and shall serve as a non-voting member of the chapter.
- F. Advisor Transition and Continuity:** In the event of an advisor resignation, reassignment, extended absence, or replacement, the sponsoring institution should make reasonable efforts to ensure continuity of chapter operations and communication with Phi Theta Kappa Headquarters. Any change in chapter advisor shall be reported to Headquarters within 30 days using the official Advisor Information Update Form.

CHAPTER 5. OFFICERS

The elected officers of the chapter shall provide leadership in advancing the mission and activities of the chapter in support of scholarship, leadership, service, and fellowship. Officers are responsible for representing the interests of chapter members, supporting chapter operations, promoting student engagement, and working collaboratively with chapter advisors and college representatives to ensure the success and sustainability of the chapter. Specific responsibilities may vary based on chapter size, priorities, and local needs.

- A. Officer Eligibility:** All officers must be active members of Phi Theta Kappa Honor Society, remain in good standing, and maintain enrollment at Paris Junior College throughout their term of office. Provisional members and alumni members shall not be eligible to hold chapter office.
- B. Required Officers:** The Beta Zeta Chapter of Phi Theta Kappa Honor Society shall elect a President and at least one additional officer. The Communications Officer shall be responsible for maintaining chapter records and meeting minutes. Unfilled officer positions do not invalidate the officer team, and vacant roles may be filled as active membership permits.
- C. Officer Positions and Roles:** The Beta Zeta Chapter may fill the following officer positions based on active membership and chapter needs:
 - a. President:** Serves as the chief student leader, presides over chapter and officer meetings, appoints committees, oversees completion of Honors in Action and College Projects, and represents Beta Zeta to college administration and Phi Theta Kappa Headquarters.
 - b. Vice President of Leadership (President Pro Tempore):** Serves as chief of staff to the President, directs research and planning for the Honors in Action project, and assumes presidential duties if the President is unable to serve.
 - c. Vice President of Scholarship:** Coordinates academic enhancement initiatives, scholarship application workshops, transfer guidance, and intellectual development activities for members.
 - d. Vice President of Service:** Directs community and campus service initiatives, collaborates with the Student Government Association, and coordinates student ambassador activities for college events.
 - e. Vice President of Fellowship and Membership:** Directs recruitment, member orientation, Golden Key events, induction ceremonies, and fellowship activities. This role remains an official office within the bylaws during temporary vacancies.

- f. **Communications Officer:** Responsible for internal chapter communications, including mass email distribution, group text messaging broadcasts, chapter newsletters, meeting agendas, meeting minutes, and member notifications. Works closely with Public Relations to distribute official updates internally.
- g. **Public Relations Officer:** Responsible for external communication and brand management, including official social media accounts, event photography, press releases to college public relations, and historic scrapbooking. Coordinates with Communications to provide photos and media for internal updates.
- h. **Knowledge Officer:** Coordinates digital workflows, daily information synthesis, and operational intelligence across the chapter ecosystem. Gathers daily updates from officer workspace folders in the Microsoft ecosystem, processes new project data, and maintains the AI Group Text environment so chapter officers can consult the AI system for real-time status tracking.
- i. **Vice President of Greenville Campus:** Serves as the primary student executive for the Greenville campus, presiding over local meetings, coordinating campus-specific projects, and reporting activities to the main officer team.
- j. **Vice President of Sulphur Springs Campus:** Serves as the primary student executive for the Sulphur Springs campus, presiding over local meetings, coordinating campus-specific projects, and reporting activities to the main officer team.

CHAPTER 6. OFFICER ELECTIONS

The chapter shall establish an election process that supports fair and orderly leadership transitions and encourages member participation in chapter governance. Election procedures should be appropriate to the size and needs of the chapter while ensuring transparency, continuity of leadership, and opportunities for active members to serve in elected roles. Officer elections and appointments shall be conducted in accordance with the provisions below and the Phi Theta Kappa Honor Society Constitution and Bylaws.

- A. **Officer Eligibility:** All officers must be active members of Phi Theta Kappa Honor Society, remain in good standing, and maintain enrollment at Paris Junior College throughout their term of office. Provisional members and alumni members shall not be eligible to hold chapter office.
- B. **Election Timing:** Officer elections shall be held during the spring academic term at a time determined by the chapter and approved by the chapter advisor. Newly elected officers shall shadow outgoing officers prior to formal induction.
- C. **Nominations:** Nominations may be submitted prior to the election meeting or made from the floor at the time of the election.
- D. **Election Process:** Officers shall be elected by a simple majority vote of members present and eligible to vote, as provided in Chapter III, Section 8 of the Phi Theta Kappa Honor Society Constitution and Bylaws.
- E. **Terms of Office:** Officers shall serve a one-year term from installation through the following spring semester or until a successor is elected.
- F. **Vacancies:** In the event an officer resigns or is unable to complete the term of office, the chapter may conduct a special election or make a temporary appointment to fill the vacancy, according to chapter procedures approved by the chapter advisor.

- G. Removal:** An officer who misses two consecutive meetings without justification or fails to perform assigned duties may be removed by a majority vote of the officer team with chapter advisor concurrence.

CHAPTER 7. MEETINGS

The chapter shall conduct meetings that support member engagement, chapter operations, and advancement of the mission of Phi Theta Kappa Honor Society. Meetings should provide opportunities for members to participate in chapter governance, receive updates on chapter activities, collaborate on projects, and engage in scholarship, leadership, service, and fellowship. Meetings may be conducted in formats appropriate to the needs of the chapter and institution.

- A. Chapter Meetings:** The chapter shall hold regular business and program meetings at least monthly at times and in formats determined by the chapter and chapter advisor. Meetings may be conducted in person, virtually, or in a hybrid format, in accordance with institutional policies.
- B. Meeting Agenda:** The chapter shall establish an agenda appropriate to the business of the meeting. Agendas may include, but are not limited to, officer reports, project updates, chapter business, member engagement activities, and announcements.
- C. Quorum:** A quorum for conducting official chapter business shall consist of five active members and three officers.
- D. Parliamentary Authority:** Chapter meetings shall be governed by Robert's Rules of Order Newly Revised.
- E. Committees and Working Groups:** Chapters may establish committees, project teams, or working groups as needed to support chapter goals and activities. Procedures for such groups shall be determined by the chapter and chapter advisor.
- F. Officer Executive Meetings:** Officer executive meetings may take place prior to regular membership meetings at the discretion of the officers and chapter advisors.

CHAPTER 8. FINANCES

The chapter shall manage financial resources in a manner that supports the mission and sustainability of the chapter while ensuring responsible stewardship and accountability. Financial activities of the chapter shall be conducted in accordance with the policies and procedures of the sponsoring institution, recognizing that institutional oversight provides the primary framework for financial management, fundraising, and expenditures.

- A. Chapter Fees:** When needed, the contact advisor shall request disbursement of available chapter fee balances in accordance with Phi Theta Kappa policies and procedures and the policies of the sponsoring institution.
- B. Chapter Funds:** All funds received by or on behalf of the chapter, including chapter fee disbursements, fundraising proceeds, donations, grants, sponsorships, institutional support, and other chapter revenues, shall be maintained within an account under the financial control of the sponsoring institution and subject to institutional financial oversight and audit procedures.

- C. Fundraising and Expenditures:** Fundraising activities and expenditures shall be conducted in accordance with institutional policies and applicable Phi Theta Kappa guidelines. Chapter funds shall be used to support the mission, purposes, and activities of the chapter.
- D. Institutional Compliance:** Nothing in these bylaws shall supersede the policies, procedures, or codes of conduct of the sponsoring institution, which shall apply to chapter members, officers, advisors, finances, and activities.

CHAPTER 9. CODE OF ETHICS

Membership and participation in Phi Theta Kappa Honor Society carry expectations of integrity, responsibility, and respect. The chapter shall foster an environment that reflects the values and mission of Phi Theta Kappa and encourages ethical conduct in all chapter activities, leadership roles, and interactions with members, the college community, and the public.

- A. Ethical Conduct:** All members, officers, advisors, and chapter participants shall conduct themselves in a manner consistent with the Phi Theta Kappa Honor Society Code of Ethics².
- B. Incorporation by Reference:** The Phi Theta Kappa Honor Society Code of Ethics, as published by Phi Theta Kappa Headquarters and amended only by the Phi Theta Kappa Board of Directors, is incorporated into these bylaws by reference and shall govern standards of conduct for the chapter.
- C. Institutional Compliance:** Nothing in this chapter shall supersede the policies, procedures, or codes of conduct of the sponsoring institution, which shall also apply to chapter members, officers, and activities.
- D. Resolution of Chapter and Member Issues:** Questions, disputes, or concerns involving chapter operations, member conduct, officer conduct, advisor conduct, or membership standing shall be addressed at the chapter and institutional level in accordance with the policies and procedures of the sponsoring institution.
 - a. Because chapter membership and standing are administered locally through the sponsoring institution and chapter advisor, the institution retains primary responsibility for reviewing conduct concerns, determining appropriate actions, and administering any related disciplinary or membership decisions, except where otherwise governed by the Phi Theta Kappa Honor Society Constitution and Bylaws or official policies of the Society.

CHAPTER 10. AMENDMENTS

These bylaws are intended to provide a framework for effective chapter governance while allowing flexibility to meet the evolving needs of the chapter and sponsoring institution. Chapters are encouraged to maintain bylaws that reflect local practices and priorities while remaining consistent with the Phi Theta Kappa Honor Society Constitution and Bylaws, institutional policies, and the guidance provided by Phi Theta Kappa Headquarters.

- A. Amendment Process:** These chapter bylaws may be amended by a two-thirds vote of the active members present and eligible to vote at a regular meeting of the chapter, provided written notice of the proposed amendment has been given to members in advance of the vote.

² [PTK Code of Ethics](#)

- B. Headquarters Approval:** All bylaw amendments and revisions must be submitted to Phi Theta Kappa Headquarters for review and final approval and shall not take effect until such approval has been granted.
- C. Periodic Review:** The chapter is encouraged to periodically review its bylaws to ensure continued alignment with the Phi Theta Kappa Honor Society Constitution and Bylaws, institutional policies, and the needs of the chapter.