



Motto: My Choice, My Voice, My Future

Waipahu High School Early College

Phi Theta Kappa Club

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The following Constitution and Bylaws have been modeled after and are in support of the PTK International Honor Society Constitution and Bylaws

Constitution & Bylaws

Preamble

That academic excellence among Waipahu High School Early College (WHSEC) students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be imbued with desire for life-long learning, we dedicate ourselves as fellows of the Phi Theta Kappa Club. 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.

Constitution

Article I. Name of Organization

The name of this Society shall be "Phi Theta Kappa Club."

Article II. General Purpose of Organization

The purpose of Phi Theta Kappa Club shall be to recognize and encourage scholarship among Waipahu High School Early College (WHSEC) students. To achieve this purpose, the Phi Theta Kappa Club shall provide opportunity for the development of leadership and service, for an intellectual climate for the exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Article III. Membership in the Organization

Section 1. Types of Membership.

The Club shall consist of active, provisional, alumni, and honorary members.

A. Active Members.

An active member of Phi Theta Kappa Club shall be a student who has met the requirements for membership as defined in the Bylaws.

B. Provisional Members.

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

C. Alumni Members.

An alumnus member shall be a former member of the Club or the Waipahu High School Early College / LCC Phi Theta Kappa International Honor Society who terminated active membership upon graduation and who was in good standing. *N.B.:* In this Constitution the word "Alumni" is interpreted as meaning both Alumni and Alumnae.

D. Honorary Members.

An honorary member shall be a person who, in the opinion of the Club Executive Committee, has rendered distinguished service.

Article V. Meetings and Procedures

Section 1. General Club Meetings.

There should be such meetings of the Club as shall be deemed necessary and proper as provided for within this Section. The Club shall meet in accordance to Bylaws and as often as needed.

A. Voting.

Each Club member who has paid their annual dues and who is in good standing is given one vote.

B. Quorum

A majority of the total number of Club members shall constitute a quorum for the transaction of business unless otherwise specified in Bylaws.

Section 2. Special Meetings.

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

Article VI. Election of Officers

Election of officers for the following school year will be held annually during the month of April prior to the start of the new school year.

Article VII. Committees

Standing committees and ad hoc committees will be convened on an as need basis and will be disbanded when their charge has been fully dispatched.

Article VIII. Parliamentary Procedures

The procedural rules governing the meetings of the Club shall be Robert's Rules of Order, except as specified and set forth herein. Ref: Robert's Rules Cheat Sheet (diphi.web.unc.edu/.../MSG-)

Article IX. Adoption and Amendments

Section 1. Constitution.

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

- A. A written amendment shall be submitted to the Executive Committee at least thirty days prior to the next general Club assembly.
- B. The amendment shall then be presented at the meeting for discussion and possible approval. Tentative approval shall require a two-thirds vote of the membership.
- C. After approval, the amendment shall be added to the Constitution.

Section 2. Bylaws.

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

- A. A proposed change in the Bylaws shall be submitted to the Executive Committee at least thirty days prior to the next general Club assembly.
- B. Approval of any proposed change in Bylaws shall require a three-fourths vote of the membership.

Article X. Organization

The organization of the Waipahu High School Early College, Phi Theta Kappa **Club** is distinguished from the Leeward Community College, Alpha Lambda Gamma **Chapter** of the International PTK Honor Society in that the **Club** does not have the authority to induct club members into the LCC Chapter of the PTK International Honor Society. Notwithstanding, the purpose of this organization is to excite and motivate prospective (as well as formally inducted Early College Phi Theta Kappans) to achieve and maintain the high standards of academic excellence required for induction and sustained membership in the PTK Alpha Lambda Gamma **Chapter**. The **Club** actively promotes the four hallmarks of the PTK International Honor Society: Service, Fellowship, Leadership and Scholarship.

Bylaws

Chapter I. Membership

Section 1. Eligibility. (Nota Bene: Eligibility requirements for PTK Club are different than the eligibility requirements for the LCC PTK Alpha Lambda Gamma Chapter)

A. Eligibility for membership is determined by a student's cumulative grade for all Early College courses taken at Leeward Community College (or other University of Hawaii System campus prior to induction). Grades for courses taken at another UH System institution may be considered when determining membership eligibility. At least one college credit hour of work must be in a course of study leading to a degree in a post-secondary institution and must be a grade of "B" or higher for initial eligibility. All subsequent course grades must result in a cumulative GPA of 3.5 or higher.

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

Section 2. Terms of Active Membership.

1. Satisfactory completion of **at least one** credit bearing Early College class
2. Attainment of a minimum of a "B" grade for **first** Early College course.
3. Attainment of GPA of a minimum of 3.5 for high school and college (WIS, WHS, LCC).
4. Participate in at least one LCC Chapter or WHSEC Club Service Event
Or 3 Hours of Service at a non-chapter event (community, school, volunteer, etc.)
5. a) Submit at least two good pictures (one group picture and one activity picture to the Vice President of Communications for the PTK Club Facebook Page
b) Submit short description of activity (150 words) to the V.P. of Communications
6. Participate in at least one Chapter or Club Social Event (Fellowship, Scholarship, Leadership, etc.)
7. Pay Membership Dues (\$10.00 per year).
8. Submission of Membership Renewal Form due within the first six weeks of each new school year.

Section 2. Revocation of Membership

1. Failure to pay annual dues
2. Breach of General Student Conduct Code (see Planner)
3. Infraction related to Chapter 19 (see Planner)
4. Breach of minimum required attendance at general meetings
Two (2) tardiness = one absence
Three (3) absences = probation warning
Individual service project may be used to expunge a probation warning. Failure to make up probation within 30 days
5. Dropping below a high school or college cumulative GPA of 3.5
6. Failure to meet the abovementioned eligibility requirements

Section 4. Good Standing in PTK Club.

To maintain active membership, a student shall maintain a cumulative grade-point average of not less than a "B." Otherwise, the member has one term in which to bring her or his cumulative average up to a "B." If the member fails to do so, the Club advisor shall notify the student and the member's name shall be removed from the membership roll.

Section 5. Induction into Alpha Lambda Gamma Chapter at Leeward Community College.

Immediately after qualifying for membership into the LCC Phi Theta Kappa, **Alpha Lambda Gamma Chapter**, the candidate shall be invited to membership by the Chapter following Headquarters guidelines and procedures. Leeward Community College PTK faculty advisor(s) at this time shall certify the name of each accepting candidate to Headquarters on the membership form supplied by the International Headquarters. Candidates may be inducted according to the Constitution and Bylaws adopted by the **Alpha Lambda Gamma Chapter**. Induction, however, is not a requirement of active membership. A member is duly initiated when he or she pays membership dues to the International Headquarters and signs the oath of membership in a manner prescribed by the **Alpha Lambda Gamma Chapter**.

Section 6. PTK International Honor Society Membership Certificate.

Each PTK member formally inducted at Leeward Community College shall receive a certificate of membership.

Section 7. Penalties pertaining to PTK International Honor Society Members.

Should, for any reason, a member's name is removed from the international roll, she or he 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 8. Alumni Membership.

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

Chapter II. Finance

Section 1. Club Fees.

A prequalified Club candidate shall be considered a Club member upon remittance \$10.00 for annual dues.

Section 2. Fiscal Year.

The fiscal year of the Club shall begin on July 1 and close on June 30. The Executive Committee shall have the authority to change the fiscal year.

Chapter III. Meetings

Section I. Club Business.

Phi Theta Kappa meetings shall be held on the first Friday of the month during the regular DOE school year. Additional meetings may be called on an as need basis. The order of business at the general meetings may include:

- A. Appointment of Committees
- B. Official Reports
- C. Keynote address by the dignitaries and administrators
- D. General Business
 - (1) Old Business
 - (2) New Business
- E. Committee Reports
- F. Election of Officers
- G. Installation of Officers

Chapter IV. Club Officers

Section 1. Officers.

The elective officers of a chapter of Phi Theta Kappa Club shall be President, Vice President of Leadership, Vice President of Fellowship, Vice President of Fundraising (Treasurer), Vice President of Service, and Vice President of Communication (Secretary).

Section 2. 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 Club shall forfeit the office. Any office vacated before the end of school year term shall be filled by regular voting procedures at the next regularly scheduled meeting.

Section 3. Duties of Chapter Officers.

Chapter officers shall perform all duties pertaining to their respective offices as outlined by the Club.

President

- Preside and lead all officer meetings
- Provide and present agendas at meetings
- Represent the Club at all events, conventions, and seminars
- Oversee the progress of all projects, events, and Hallmark entries
- Oversee and advise all Club officers
- Consult Club business with the advisors
- Report on Club activities
- Vote only in the case of a tie
- Serve as the Club's Ex-Officio after a resignation of good standing

Section 3. Duties of Chapter Officers. (Continued)

Vice President of Leadership

- Oversee meetings, projects, and events in the President's absence
- Maintain and update the Club's calendar

Vice President of Fellowship

- Implements strategies to increase membership
- Attend and represent the Club at the WHS Early College Orientation
- Create and circulate flyers and descriptions of Club events to newspapers, websites, organizations, and the Club's social media accounts
- Maintain a relationship with other organizations and Clubs

Vice President of Fundraising (Treasurer)

- Receive, maintain, and oversee all the Club's finances
- Maintain a record of all Club purchases, dues, and income
- Plan and oversee all fundraising based events and projects
- Record payments and attendance of new members
- Take pictures at all Club events

Vice President of Service

- Develop plans to promote and involve member participation
- Coordinate, organize, and plan the Club's Early College PTK Project
- Coordinate and plan community service projects and events

Vice President of Communication (Secretary)

- Record minutes at all officer and member meetings
- Read, circulate, and archive all meeting minutes
- Maintain and send the Club's Face Book Page
- Maintain and respond to the Club's email
- Create and maintain a Club chronicles and history

Section 4. Duties of Club Advisor(s).

The Club advisor shall be appointed by Waipahu High School's administration. Each advisor shall be responsible for Club membership, shall be responsible for the guidance and approval of service activities, and shall act as a liaison between Waipahu High School Early College and the Alpha Lambda Gamma Chapter. The advisor shall have the additional responsibilities of overseeing completion of the Club's annual report assuring adherence to all fiscal policies and procedures.

C. Terms of the Officers.

Club Officers may serve multiple terms according to election procedures.

Section 2. Quorum.

A majority of the total number of Club members shall constitute a quorum for the transaction of business.