



Attached is the Kappa Nu Chapter of Phi Theta Kappa Proposed Chapter Bylaws that were voted on and discussed at E-Board meeting that took place on September 6, 2013. On September 9, 2013 section where the phrase "Alumni Members may also be members of the International Society of Baccalaureate Scholars or ISBS" under Alumni Membership was added and section where the phrase "Act as one of two officers authorized to sign checks" written under Article 4 of Section A, was removed.

A copy of the Proposed Chapter Bylaws for 2013-2014 has been given to the 2013-2014 Kappa Nu President of Phi Theta Kappa, Daren Karl Tiburcio. Instructions to review the proposed bylaws with the new officers and vote on amendments have also been given to the 2013-2014 Kappa Nu President of Phi Theta Kappa, Daren Karl Tiburcio.

The following is a list of new officer positions and names of officers for the 2013-2014 terms:

Kappa Nu Chapter Officers 2013-2014:

President: Daren Karl Tiburcio

Vice President of Ocala Campus: Ayla Johnson

Vice President of Citrus Campus: Maria Valdivia

Director of Membership: Gary Nicholas

Director of Archives: Harold Sims

Kappa Nu Chapter of Phi Theta Kappa
College of Central Florida
Ocala, Florida

Chapter Bylaws

Preamble

Having been recognized by Phi Theta Kappa National Headquarters and given Charter for this organization, the men and women of this Chapter, hereinafter known as Kappa Nu, do hereby solemnly swear to abide by the following bylaws in accordance with Phi Theta Kappa, the International Honor Society of the Two-Year College and the governing rules of College of Central Florida, Ocala, Levy, and Lecanto Campuses. All members shall enjoy the rights and privileges of membership in Phi Theta Kappa as represented on campus by Kappa Nu Chapter.

Purpose

The purpose of Kappa Nu Chapter shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students at College of Central Florida. Based upon the above statement, Kappa Nu Chapter is dedicated to the use of our influence, individually and collectively for the promotion of Phi Theta Kappa, and the stated goals of said organization, within our campuses and local communities. Kappa Nu Chapter is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious background.

ARTICLE 1: Name of Chapter

The name of this Chapter of Phi Theta Kappa shall be known as Kappa Nu.

ARTICLE 2: Membership

Membership in Kappa Nu Chapter shall consist of Standard Members, Dual-Enrolled Members, Alumni Members, and Honorary Members. No students shall be judged ineligible for membership based on age, sex, race, economic status, religious belief, nationality, or physical handicap or any item covered by the Americans with Disabilities Act.

Standard Members shall receive the following: an official Phi Theta Kappa membership key, certificate, and card; Phi Theta Kappa recognition at graduation; membership in the Regional Phi Theta Kappa organization; Phi Theta Kappa golden tassel; loan of a golden graduation stole (a refundable deposit will be required); opportunities to enter regional and international awards competitions without attending the meetings in which they are presented; and opportunities to develop and improve leadership abilities.

Membership Eligibility Requirements: all students with a minimum of 12 credit hours of associate degree work, plus have a 3.5 overall grade point average (GPA) shall be deemed

eligible for membership in Kappa Nu Chapter of Phi Theta Kappa. Grades from other institutions may be considered for eligibility.

Membership Options: Members can earn up to 5 Star Levels in the form of verified service to the community or activities to a legitimate committee reported by the duly appointed Chair, designated by the Chapter President. Members who actively participate shall receive an official chapter shirt, eligibility to receive chapter travel funds for regional and international Phi Theta Kappa Meetings, opportunities to become a chapter officer, and eligibility to attend the end of the semester honors appreciation banquet. All Members are eligible to request a Letter of Recommendation from the Chapter Advisor when transferring to an institution of higher learning or for job application after graduation.

Members are not required to actively participate in chapter activities and projects. These members are also eligible to travel to regional and international Phi Theta Kappa conferences and events; however, funds will not be provided by Kappa Nu, Phi Theta Kappa, or College of Central Florida.

Transfer Students from a sister Phi Theta Kappa chapter shall be deemed eligible for membership in Kappa Nu by providing a letter from their former Chapter Advisor which includes date of induction and authentication that said student was in good academic standing.

Dual-Enrollment Students shall be high school enrolled in dual-enrollment courses with 12 credit hours and have maintained a 3.5 GPA. Said students shall be deemed eligible for membership in Kappa Nu and shall be accorded the same honors and opportunities. Dual-Enrollment students are also required to maintain a 3.0 GPA in college classes.

Alumni Membership: Alumni members shall be former members of the society who completed their AA or AS degree certificate program or 75 credit hours with active membership in good standing. **Alumni Members may also be members of the International Society of Baccalaureate Scholars or ISBS.** Alumni Members shall be entitled to attend meetings and give the respect due to other members of Kappa Nu. Any Alumni Members wishing to speak at general meetings must submit the topic to be addressed in writing to the Executive Board, no less than 48 hours prior to a general meeting. Alumni Members may not vote, nor shall they hold an office or a chair position. Alumni Members are eligible to travel to regional and international Phi Theta Kappa meetings and events, however, Kappa Nu, Phi Theta Kappa, or College of Central Florida will not provide funds, nor will the welfare of said alumni be the responsibility of Kappa Nu, Phi Theta Kappa, or College of Central Florida.

Honorary Membership may be granted to men and women who have recorded distinguished service on behalf of Phi Theta Kappa and the Kappa Nu Chapter and shall be entitled to the respect due other members of Kappa Nu. Students are not eligible for Honorary Member wishing to speak at general meetings must submit the topic to be addressed in writing to the Executive Board, no less than 48 hours prior to a general meeting. Honorary Members may not vote, nor shall they hold an office or a chair position.

In order to maintain participation levels of Kappa Nu, it shall be the responsibility of the Chapter President or designee to contact the Chapter Advisor regarding students eligible for membership in Kappa Nu.

Maintaining Membership Eligibility: Members are responsible for maintaining a minimum 3.0 overall GPA during the course of their academic career. If a member's GPA falls below 3.0, said member shall be placed on Academic Probation for one semester and will forfeit rights to participate in regional and international conferences or vote at chapter meetings. **It is the member's responsibility to notify the Executive Board when his/her GPA returns to 3.0 or above.** After proof of compliance with maintenance GPA status, the Executive Board shall reinstate privileges and return the member to full eligibility. If the member's GPA remains below 3.0 at the conclusion of the probationary period, membership and membership privileges shall be revoked. The Chapter Advisor shall subsequently notify Phi Theta Kappa Headquarters by submitting a Membership Revocation Form and the member shall forfeit all privileges in Phi Theta Kappa and Kappa Nu Chapter.

All members recognize that they are part of the College of Central Florida community and communities of Marion-Citrus-Levy Counties, and that as such they are subject to the rules and regulations set forth in the current student handbook, as well as national, state, and city laws. As students, members realize that they represent the college at any time they are involved in official organization functions on or off campus, and agree to do in a responsible manner. Furthermore, all members stress that the organization does not and will participate in hazing activities outlined in College Rule 7.23.

ARTICLE 3: The Chapter Advisor

The Administration of College of Central Florida in accordance with established policies and procedures shall appoint the Chapter Advisor. The Chapter Advisor shall be responsible for the guidance of Kappa Nu Chapter's activities and shall act on behalf of the National Society and Official College Administration. The Chapter Advisor shall oversee the completion of the Annual 5-STAR Report, Membership Reporting forms, and Membership Applications required by Phi Theta Kappa International Headquarters. The Chapter Advisor shall not be a voting member of Kappa Nu Chapter. The Chapter Advisor shall prepare all Purchase Orders, Travel Form requests, and Conference and Convention Registration forms written on behalf of the Chapter's college-funded bank account.

ARTICLE 4: Chapter Officers

All officers of Kappa Nu are expected to act in concord with their Chair Members by giving guidance, advice, and support to any Chair requesting help from the Executive Board. ***Chapter officers shall not set themselves apart from the general membership of Kappa Nu, Phi Theta Kappa, or college of Central Florida, rather they are to consider themselves a part of the whole for the greater good of Kappa Nu.*** Chapter officers are expected to set standards of conduct for themselves and set an example of friendship, harmony, and good will both on campus and off campus. All Chapter officers shall serve on the committee to prepare the Hallmark Awards Information that is sent to Headquarters at least 60 days prior to annual international convention deadline designated by Phi Theta Kappa.

A. The duties of the **President** shall be as follows:

1. Preside over all general meetings opening and closing with the gavel following Robert's Rules.
2. Preside over all Executive Board meetings opening and closing with the gavel following Robert's Rules.
3. Approve minutes taken from previous meeting before minutes go to print.
4. Vote in the event of a tie.
5. Present business to the organization.
6. Oversee all submission to Headquarters regarding Hallmark awards.
7. Responsible for notifying eligible members of induction date, time, wardrobe, and miscellaneous information pertaining to induction.
8. Responsible for notifying graduating members of the procedures for renting and purchasing their Phi Theta Kappa golden stole.
9. Shall keep a record of all Chapter functions.
10. Shall maintain an active list of school and community contacts for the chapter.

B. The duties of the **Vice President of Ocala Campus** shall be as follows:

1. Perform the duties of the president in the event of the president's absence.
2. Approve minutes taken from previous meeting before minutes go to print.
3. Assist President in overseeing Hallmark Awards.
4. Shall keep a record of all Chapter functions.
5. Act as an Executive Board liaison with assigned committee(s).

C. The duties of **Director of Membership** shall be as follows:

1. Establish and maintain on a semester basis, an accurate listing of new and current members, including name, address, phone number, and email-address.
2. Maintain accurate records of membership Star Levels.
3. Responsible for the Enhanced Membership program and notifying said members of their achievement of Star Levels.
4. Lead the procession of Inductees for Induction.
5. Participate in the Induction Service by calling the names of Inductees and having them come forward.
6. Organize Hallmark Breakout Sessions or Workshops.
7. Delegate a Hallmark Award Committee to responsible for writing Hallmarks.
8. Responsible for adhering to all Hallmark deadlines according to Regional and International deadlines.
9. Work with the Director of Archives/Secretary to prepare submission to the president of all Kappa Nu Activities to be sent to Headquarters.
10. Act as Executive Board liaison with assigned committee(s).

D. The duties of **Director of Archives** shall be as follows:

1. Keep a full record of all Kappa Nu activities/functions
2. Work with the Executive Board and committee Chairs on all chapter events.
3. Collect and prepare records of all event proposal forms for the President.

4. Take photographs of each Chapter event for Scrapbooking and filing.
5. Responsible for the care for the Chapter camera, and supplies.
6. Maintain notes, programs, flyers, and photographs of all events for future use in Hallmark entry Submissions.
7. Responsible for putting together Chapter Scrapbook of events throughout term as Executive Board Officer.
8. Responsible for taking minutes at General and Board meetings.
9. Act as Executive Board liaison with assigned committee(s).

E. The duties of Vice President of Citrus Campus, Lecanto Branch of Kappa Nu Chapter shall be as follows:

1. Liaison between the Executive Board and Lecanto Branch of Kappa Nu Chapter.
2. Required to attend all Executive Board and General Meetings of the Ocala campus, and host all meetings of the Lecanto Campus.
3. Responsible for advertising membership eligibility, induction and all other Ocala Campus events on Lecanto Campus to keep members informed of activities taking place in Ocala.
4. Have full working knowledge of officer position and duties to answer questions for members interested in running for office.
5. Act as Executive Board liaison with assigned committee(s).

ARTICLE 5: Election of Officers

All candidates for Chapter office must be members of Phi Theta Kappa in good standing. Elections must be held during the Chapter meeting preceding the last meeting in January or the first meeting in February. Nominations from the floor may be made during the same meeting at which the election is held. A simple majority of the votes cast will determine the new officer. If an officer must resign or be forcibly removed from office, the President shall have the power to make a temporary appointment at his/her discretion. The removed/resigned officer shall return all articles of office, including but not limited to name badge, medals, medallions, and other trappings of their office. The vacancy shall be voted upon and filled the first meeting of the next month. The only exception to Article 5 shall be the Office of the President. Should the President resign or be forcibly removed from the office, the duties of the President shall be assumed by the appointed Vice President, who shall act in a manner to fulfill the Office of President chosen by the Chapter Advisor.

ARTICLE 6: Removal of Officers

We hold the above descriptions of office with the consent of the general membership and acknowledge that any office of Kappa Nu is not to be entered into lightly. We also hold the repercussions for offenses serious enough to warrant removal of any officer shall demand serious consideration and discussion from the general membership in an open, civil forum, devoid of minor or hysteria. Therefore, we lay out the following course of action concerning impeachment of Chapter Officers.

A. Grounds for Removal

Any and all officers are held to the same civil, legal, and moral laws as the general population of the United States of America and are hereby accorded the same protections. Any officer convicted of academic misconduct or moral impropriety in any court in the United States of America hereby forfeits any and all rights to hold office Kappa Nu and shall surrender any and all rights to membership in Phi Theta Kappa. Failure of the officer to fulfill the duties of office shall constitute a reason for removal.

B. Presentation of Findings

All officers have the following rights:

- The right to face their accuser
- The right to information concerning the accusation and may present the facts representing their side.
- All officers have the right to refute the charges and speak in their own defense.
- No charges may be made against an officer in-absentia. The officer in question shall be informed of charges made against him/her and the need to appear before the general membership.
- All accused individual have the right to be present during the discussion of the charges.
- A vote by the assembled membership shall determine whether the officer is removed from office or not.

C. Removal Hearing. Every effort shall be made to assemble as many members of Kappa Nu as possible for a special session.

The session shall be presided over by the President. Should removal charges be brought against the President, the Executive Vice President shall preside. Charges shall be read into the minutes, detailing the accusation against the Officer in question. Following reading and discussion of said charges, a vote shall be taken. A 75% majority of members present shall lead to removal. Results of the removal vote shall be tallied and announced immediately.

ARTICLE 7: Meetings

All Chapter meetings must follow in accord to Robert's Rules. All Chapter meetings shall be held in a designated meeting room or place that has been determined by the Executive Board during the prior semester. Every effort shall be made to secure an appropriate site for all Chapter meetings. The Chair of the committees shall call special committee meetings. Reports of each committee meeting shall be presented following the business of the general meeting. Committee Chairs shall present monthly reports, outlining the progress of the respective committees to the general meeting. Enhancement awards and Honorary Membership recognition shall be presented quarterly in full view of the general membership. Any information deemed noteworthy to the general membership should be presented after Chairs have given their report(s).

ARTICLE 8: Conventions/Conferences

In the spirit of fellowship, scholarship, and leadership, we hereby recognize the importance of participation in activities known collectively as "Conventions and Conferences." Therefore, all members shall have an equal opportunity to compete for the

limited number of places at these events. No member shall be denied an opportunity to participate in these events due to circumstances of length of membership within Kappa Nu or Phi Theta Kappa. Announcements concerning these activities shall be made at the first opportunity to address the general membership. Additional information may be disseminated via electronic transmission known as e-mail, mailers from College of Central Florida, or flyers posted in areas designated as appropriate within the organization during the school year. All delegates are expected to participate in fund raising events to help cover the cost of the event. Members who apply after maximum available spaces have been allocated shall become alternates. A deadline will be established for payment of alternate members' payment portion of the total cost. A separate date shall be established for payment of alternate members' payment portion of the total cost. The fee for attending said activities is **non-refundable plus the member shall be responsible for additional expense incurred on their behalf by the chapter, i.e. registration fees, transportation costs, etc.** Refunds may be deemed acceptable on a case-by-case basis minus any transfer fees that might have been spent to cover the cost of a new delegate. It is the responsibility of the attendee(s) to provide necessary information to appropriate individual(s) in a timely manner. Failure to provide necessary information shall render the attendee(s) ineligible to participate in the activity and an alternate attendee(s) shall be selected to take the position. The original attendee(s) shall forfeit any monetary payment. All attendees shall be mindful that they represent Kappa Nu, Phi Theta Kappa, and College of Central Florida and shall comport themselves in an appropriate manner so as not bring damage, harm, or tarnish the reputation of the above named organizations.

ARTICLE 9: Finances

Kappa Nu will have a Chapter Advisor as the party responsible for finances. All monies raised through organization allocations, dues, donations, and fundraisers are acknowledged as College of Central Florida funds and will be maintained in a College of Central Florida agency (fund 6) account. No monies associated with this organization will be held in accounts outside the college.

There shall be no monthly dues or fees applicable for membership in Kappa Nu Chapter of Phi Theta Kappa. Payment of the Induction fee must be received by the Chapter's Advisor before the Inductees' membership can be finalized by sending the International and Regional membership fees to the appropriate offices. Any member directed by the President, Chapter Advisor, or Executive Board to make purchase for special projects shall expect repayment. Disbursement vouchers must be submitted with supporting invoices and receipts attached. The Chapter Advisor shall receive this information before repayment to the designated member is made.

ARTICLE 10: Bylaws

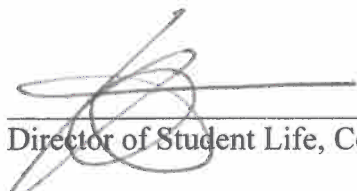
It is hope that these bylaws are complete and comprehensive to the general membership of Kappa Nu, Phi Theta Kappa, and College of Central Florida, however should amendments or revisions become necessary, the following procedures shall be followed:

- Bylaws be reviewed by the general membership and voted upon at a general membership meeting of the fall semester.
- A 2/3 majority of votes shall constitute the acceptance of these bylaws.
- A permanent record of all bylaws shall be kept on file with the Director of Archives of Kappa Nu of Phi Theta Kappa.
- A copy of these bylaws shall be forwarded for approval to the appropriate Administrative Representative designated as appropriate by College of Central Florida.
- Copies shall be made available to all new and current members.
- The chapter bylaws may be amended by a vote of two-thirds of the members present at any regular meeting, provided that the proposed amendment has been presented at a previous meeting. Any changes to the bylaws must be sent to Headquarters for final approval.

Revised September 9, 2013

Authorized Signatures:

	<u>10/18/13</u>		<u>10/18/13</u>
Organization President	Date	Organization Advisor	Date

	<u>10/18/13</u>
Director of Student Life, College of Central Florida	Date

	<u>10-18-13</u>
Vice-President of Student Affairs, College of Central Florida	Date

