

By-Laws  
of the Alpha Lambda Theta Chapter  
of Phi Theta Kappa

International Honor Society at Windward Community College  
Kaneohe, Hawai'i

**ARTICLE 1. Name of Chapter**

The name of this chapter at Windward Community College shall be the Alpha Lambda Theta Chapter of Phi Theta Kappa.

**ARTICLE 2. Purpose**

The purpose of the Alpha Lambda Theta chapter of Phi Theta Kappa at Windward Community College shall be the recognition and promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this college.

**ARTICLE 3. Membership**

Section 1. Membership in the Alpha Lambda Theta chapter of Phi Theta Kappa shall consist of active, alumni, and honorary members.

Section 2. Each candidate for active membership must have completed twelve credits of college work at Windward Community College with a cumulative grade point average of 3.50 or above, adhere to the College's Student Conduct Code, and possess recognized qualities of good citizenship.

Section 3. A current and cumulative grade-point average of 3.5 must be maintained, with the exception that an active member of the chapter will be allowed two semesters with a current grade-point average below that standard.

Section 4. This chapter and all its active members will be officially affiliated with the international organization of Phi Theta Kappa.

Section 5. Alumni members shall be former members of the society who terminated their active membership in good standing. Alumni members shall be entitled to all privileges of active members except the right to vote and hold office.

Section 6. Honorary membership may be granted in this chapter to men and women who have rendered distinguished service to the College. Honorary members may not vote or hold office.

**ARTICLE 4. Provisional Membership**

Section 1. The sponsors and Executive Board shall have the authority to grant provisional membership in Alpha Lambda Theta Chapter to any student who 1) shows an active interest in the affairs of the Chapter but who may not meet the minimum requirements for active membership (examples would be a student whose GPA is between 3.45 and 3.5 or a student who is one or two credits short of the twelve required for membership), or 2) shows the potential to be a future member of Phi Theta Kappa (examples would be students transferring from other two-year colleges with GPA's of 3.5 or higher or honor students from high school).

Section 2. It is expected that these students would meet the requirements for membership in the semester following the semester of provisional membership.

Section 3. Provisional members shall not be allowed to vote on Chapter business or hold office.

**ARTICLE 5. Sponsors (Advisors)**

Section 1. The two Chapter sponsors shall be appointed by the Chancellor of Windward Community College and shall be composed of faculty and/or staff members approved by the Chapter Executive Board.

Section 2. The sponsors shall be responsible for the guidance of Chapter activities and shall act on behalf of the international society and official College administration.

Section 3. The sponsors shall oversee the annual report required by the international Phi Theta Kappa society.

Section 4. The Chapter sponsors shall not be voting members of the Alpha Lambda Theta Chapter of Phi Theta Kappa.

## **ARTICLE 6. The Executive Committee**

Section 1. All members of the Executive Committee must be active members of Phi Theta Kappa in good standing.

Section 2. The Alpha Lambda Theta Chapter of Phi theta Kappa shall be led by an Executive Committee which shall be composed of a minimum of five and a maximum of ten members which includes a Regional Representative.

Section 3. The sponsors shall be ex-officio, non-voting-members of the Executive Committee.

## **ARTICLE 7. Election of the Executive Committee**

Section 1. All candidates for office must be active members in good standing of Phi Theta Kappa.

Section 2. Elections must be held at the first general meeting following the Spring induction of each year.

Section 3. Committee members shall hold office from the time of their election to the time of the next election.

Section 4. Nominations from the floor can be made at the same meeting as the election.

Section 5. A plurality of votes cast will determine the election of each committee member.

Section 6. When a member of the Executive Committee resigns, an election shall be held to select a new committee member. At the first general meeting following the resignation nominations shall be made from the floor, and the election held. The Executive Committee shall have the power to make a temporary appointment at their discretion until the election can be held.

## **ARTICLE 8. Meetings**

Section 1. All business meetings will follow a written agenda.

Section 2. In order for business to be approved it must receive a plurality of the votes of those in attendance.

Section 3. All business meetings shall be governed by Robert's Rules of Order, as revised.

## **ARTICLE 9. Finances**

Section 1. Finances for this chapter will be raised through projects approved by the Executive Committee and through local membership dues.

Section 2. Payment of the international Phi Theta Kappa induction fee, the Pacific Region fee, and the Windward Community College Chapter fee, must be received by the chapter before active members can be inducted.

Section 3. Expenditure of funds will comply with those guidelines and policies established by the University of Hawaii.

Section 4. Financial records of the chapter will be annually reviewed by the Executive Committee.

## **ARTICLE 10. Amendments and Revisions**

Section 1. The by-laws may be amended by a vote of two-thirds of the members present at any business meeting, provided that the proposed amendment has been presented at a previous meeting or was mailed to the members a week in advance.