

# *Phi Alpha Theta: Zeta-Iota Chapter*

## **Constitution**

### **Article I – Name**

#### *Section 1*

The name of the organization shall be the Zeta-Iota Chapter of Phi Alpha Theta.

#### *Section 2*

As the Zeta-Iota Chapter of Phi Alpha Theta, we have close relations with the History Department at Texas Tech University.

### **Article II – Purpose**

#### *Section 1*

The purpose of the organization shall be to create a unifying environment for people who love history. *Phi Alpha Theta* serves as a historical honor society dedicated to the pursuit of history, service, and honor. The TTU Zeta-Iota Chapter will continue this tradition with both graduate and undergraduate students, hosting various opportunities for mentorship, service, and the pursuit of history.

### **Article III – Membership Requirements & Selection**

#### *Section 1*

1. Membership is available to both graduate and undergraduate students at Texas Tech University. Selection is open to all majors and minors.
2. Members must have a minimum 3.0 GPA overall, and a 3.1 GPA specifically in history courses.
3. Members must have a minimum of 12 history course hours.
4. Members must attend a minimum of one *Phi Alpha Theta* event each semester.
5. Members must represent the organization and Texas Tech University in a positive light at all times.
6. Members are not allowed to participate in any activities or events hosted by the organization while intoxicated or under the influence of drugs.
7. Members must always treat their fellow members or officers with respect.
8. Members must uphold the Texas Tech University Ethical Principles of mutual respect, cooperation and communication, creativity and innovation, community service and leadership, pursuit of excellence, public accountability, and diversity.

#### *Section 2*

*“A student organization is eligible for registration if it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression”*

#### *Section 3*

To become a member, one must complete the following tasks:

1. Prospective members must complete the *Phi Alpha Theta* application form by its posted deadline.

2. Accepted members must pay a \$50 membership fee.
3. Accepted members must enroll themselves on TechConnect.
4. If the above items have been completed, the accepted member is welcome to attend the official *Phi Alpha Theta* induction ceremony and become an official member.

## **Article IV – Officers**

### *Section 1*

The officers of the organization will be made up of:

**President**  
**Vice President**  
**Treasurer/SORC Rep**  
**Social Coordinator Officer**  
**Secretary**

### *Section 2*

The qualifications of each officer shall be the following:

1. Each officer must be a member of *Phi Alpha Theta*.
2. Each officer must be elected to office by majority vote.
3. Each officer must be available throughout his or her entire term.
4. Each officer must be a Texas Tech student.

## **Article V – Events & Meetings**

### *Section 1*

Regular meetings will be held monthly and organized by the officers of *Phi Alpha Theta*. These meetings will feature events and activities that promote history and service.

### *Section 2*

Officers are required to have separate meetings to discuss and organize future meetings and events twice a month.

- a. These meetings must be held on days agreed upon by all officers.
- b. These meetings must be scheduled a minimum of 15 days prior to the next *Phi Alpha Theta* event.
- c. One officer meeting must be scheduled prior to the start of each semester of classes in which all *PAT* meetings are tentatively scheduled.

### *Section 3*

Two officers must be present at every event.

## **Article VI – Voting**

### *Section 1*

Voting will be held via ballot. The majority is required to pass a vote once the quorum is confirmed.

## **Article VII – Departmental and or External relationships**

### *Section 1*

Being a part of *Phi Alpha Theta* means that members and officers are involved with the History Department at Texas Tech University. Many of the History professors are involved with our society, and we rely heavily upon the support that they provide. Their involvement may include presenting projects they have been researching as guest speakers or discussing any general topic of interest related to the meeting. Our partnership with the History Department is so intertwined because of the desire of many professors to be a part of and contribute to the society.

## **Article VIII – Committees**

### *Section 1*

Core Council will be made up of the officers.

## **Article IX – Advisor**

### *Section 1*

The advisor will be assigned by either the History Department or by the previous advisor.

### *Section 2*

The decision to remove an advisor shall require a written letter submitted to the officers and a majority vote amounted from the organization.

### *Section 3*

The responsibilities of the advisor shall be the following:

1. Provide feedback by listening and giving perspective insight into the organization's development.
2. Support the organization in crises.
3. Intervene when appropriate, particularly when conflicts arise between members or officers.
4. Be knowledgeable of university or national policies that may impact the organization.
5. Co-sign expenditures such as SGA funds, etc.
6. Provide connections to the group such as campus resources, etc.

## **Article XI – Legal Agreement**

### *Section 1*

The organization agrees to abide by all federal, state, and local laws; and by Texas Tech University policies and procedures.

## **Article XII – Amendments**

### *Section 1*

Any amendment to the Constitution may be passed by a majority vote of officers.

### *Section 2*

If a member would like to make an amendment to the Constitution, it will be brought before the President and the advisor. Once approved, it will then be taken to all eligible members for a vote.

*Section 3*

If a group vote is needed, it shall take place in the form of a quorum, which will consist of all eligible voters in the organization. The vote cannot happen if a quorum is not present.

**Article XIII – Parliamentary Authority**

*Section 1*

*Phi Alpha Theta* shall use Robert's Rules of Order, the current edition, as its own parliamentary authority.

# Bylaws

## **Article I – Membership Accountability & Removal Process**

### *Section 1*

If a member shows immense disrespect towards others or inappropriate behavior to any of the other members or officers multiple times throughout the school year, they will be considered for removal. They have three offenses.

1. The first will be acknowledged by the President.
2. By the second offense, they will be talked to by the advisor
3. Finally, if his or her decorum has not changed, they will be asked to leave the society.

### *Section 2*

In the event that a member must be removed, a meeting will be held between all the officers, the advisor, and the offending member. The purpose of this meeting will be to explain to the member why he or she is no longer allowed to come to any more of the meetings.

## **Article II – Duties of the Officers**

### *Section 1*

Presidential duties will include overseeing the society and its operations. The President shall attend all meetings unless prior commitments or emergencies come up.

### *Section 2*

The Treasurer/SORC Rep's duties will include applying for financial aid through the SGA, essentially acting as the liaison between the society and any type of funding. He or she will be responsible for any money that goes in and out of the society and should be present at most meetings, especially those that are informational.

### *Section 3*

The Vice President works with the President to approve upcoming events and make the schedule. He or she shall attend all meetings unless otherwise specified, or for an excused absence. The Vice President should be willing to help the President with any needs and will accept Presidential responsibilities when the President is absent.

### *Section 4*

The Secretary will be responsible for taking minutes at all meetings and will be responsible for sending them through email. He or she will have to attend any Core Council or informational meetings and will be responsible for booking rooms for meetings and upcoming events.

### *Section 5*

The Social Coordinator Officer will be responsible for reaching out to organizations and planning volunteer events. He or she is also responsible for the advertisement of the society. All works must be submitted to the officers, advisor, and History Department for approval within a minimum of 10 days before the next society meeting.

## **Article III – Officer Election, Removal, and Replacement Process**

### *Section 1*

Students who wish to run for an officer position must send an email to the current President around the time of election declaring their intent to run for office. All positions will be voted upon at the conclusion of each yearly term. Afterwards, those elected will hold an introductory Officer meeting.

### *Section 2*

An officer will be spoken to by the President and faculty advisor first if they are not honoring their assigned duties. If they continue to neglect their position, they will be considered for removal. Actions such as discrimination, inappropriate behavior, and neglecting their position are all reasons for voting for removal.

1. The first offense will result in a verbal warning by the President (if not the President, then the Vice President)
2. The second offense will result in an advisor warning/talk.
3. The third offense will result in removal.

### *Section 3*

If an officer resigns midyear or during his or her unexpired term, other officers will share the responsibilities of the vacant chair until elections can be held. Students wishing to run for the position will give a brief presentation to the society of their qualifications and why they want this position. A vote will be cast and the largest of the vote will win the position.

## **Article IV – Financial Procedures**

### *Section 1*

Funds will be collected from the SGA and/or fundraising.

### *Section 2*

The SORC Rep/Treasurer will have control over the funds, but they will need to discuss spending and total income with the other Officers

### *Section 3*

In the case of the organization ceasing to exist, money will be given back to the college or the fundraised money will be donated to charity.

### *Section 4*

At the end of his or her term, the Treasurer must hand the control of the account/funds to the new Treasurer by the end of the year

## **Article V – Order of Business**

### *Section 1*

A sign-in sheet is mandatory for every meeting.

*Section 2*

The Secretary is responsible for taking minutes of every meeting, and ideas or events will be discussed. Additionally, a PowerPoint will be displayed at the beginning of each meeting and will be used for the specific purpose of that meeting.

*Section 3*

If a guest speaker is scheduled to present during a meeting, officers are required to dress in a more professional manner.

**Article VI- Amendments**

*Section 1*

Amendments should be emailed to the officers. A majority vote shall be required to present the proposed amendment to the society. At that time, the proposed amendment will be discussed by the officers and will then be tabled until a group meeting takes place to vote.

*Section 2*

At the end of the school year, officers will review the constitution, making changes that they see fit for the benefit of the society.

*Created on 9 July 2023*