

**BYLAWS OF THE  
CLEVELAND COMMUNITY COLLEGE  
CHAPTER OF THE  
GAMMA BETA PHI SOCIETY**

**ARTICLE I  
Name and Affiliation**

The name of this organization shall be the Cleveland Community College Chapter of the Gamma Beta Phi Society.

This chapter is an integral part of the national organization of the Gamma Beta Phi Society and shall adhere to the policies laid down in the National Constitution. Its Coat of Arms, Motto, Watchwords, Colors, and Emblem shall be those of the national organization.

**ARTICLE II  
Nature and Purpose**

This chapter shall be a non-secret, non-profit, scholastic honor, educational-service organization for students at Cleveland Community College. Membership therein shall not be excluded by, nor shall it exclude from, membership in any social, academic, or fraternal organization. Membership therein shall not be restricted by race, sex, creed, handicap, age, religion, national origin, or other non-relevant factors.

The purpose of this chapter of the Gamma Beta Phi Society is exclusively educational within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954. It shall not engage in activities not permitted a 501 (c) (3) organization or an organization contributions to which are deductible under section 170 (c) (2) of that code (or the corresponding provision of any future United States Internal Revenue Law.) No part of its net earning shall incur to the benefit of its members, officers, or other private persons except that it may pay reasonable compensation for services rendered and make distributions in furtherance of its purpose. No substantial part of the chapter's activities shall involve political propaganda or campaigns, or the attempt to influence legislation.

The objectives of the chapter are to recognize and encourage excellence in education, to promote the development of leadership ability and character in its members, and to foster, disseminate and improve education through appropriate service projects. This chapter shall implement these purposes by procedures consonant with the local situation and in cooperation with the faculty and administration of Cleveland Community College.

**ARTICLE III  
Qualifications for Membership**

Students invited into membership in this chapter of the Gamma Beta Phi Society shall be undergraduate students at Cleveland Community College who must be committed to excellence in education, to good character and to service. Any student who has completed 15 consecutive semester hours of work at Cleveland Community College including any pass-fail work, or hours earned due to placement tests such as CLEP or CEEB, is eligible for membership provided he/she meets the other requirements. Any student who ranks within the top 20% of his/her college class (at Cleveland Community College, approximately a 3.5 grade point average) meets the scholastic standard for membership.

Each new member must pay the one-time national membership fee set by the National Senate.

The local dues of this chapter shall be \$10.00 per year and \$5.00 for the summer semester if attended, except for the first semester of membership when the dues shall be \$7.00 during the fall semester and \$2.00 during the spring semester.

New members must earn a total of 9 points for the first semester with 3 points (minimum) actively serving on service projects. New members must also attend the New Members meeting and the Induction, unless otherwise excused.

Other local assessments may not be made upon the membership, but voluntary contributions can be requested to defray the cost of special undertakings if approved by a majority of the membership at any meeting at which a quorum is present.

An alumni member is considered to be a member who has graduated from Cleveland Community College and no longer attends classes. He/she is welcome to participate or attend any activity or function he/she so desires. Alumni members are not required to accumulate points and may not hold an office.

#### **ARTICLE IV Retention Standards**

A member of this chapter of Gamma Beta Phi Society may be dropped from membership for failure to pay his/her local dues by the second meeting of each semester.

A member must retain a ranking within his/her class of no less than the top 25% (at Cleveland Community College this is approximately a 3.2 grade point average.) If a member should drop below that, he/she will be allowed one-semester probation period. If after that term, the member still does not meet the scholastic retention standard he/she will be dropped permanently from membership.

To remain active, a member must earn a total of sixteen service points per semester, except the summer semester where the points will be nine and actively serve a minimum of three points on a service project. If a member fails to acquire the sixteen or nine points during a semester, he/she will be placed on probation and given the next semester to make a total of 32 or 25 points for both semesters. Should a sophomore go on probation the semester before he/she graduates, the member's standing with the chapter will be decided upon by the Executive Committee. Failure to acquire the 32 or 25 points during the probation semester will result in loss of membership.

A member may be placed on probation if he/she is absent from more than 2 regular meetings during the school year without a justifiable excuse. Failure to makeup the missed meetings can result in dismissal from membership.

A member may be dropped from membership for disciplinary reasons and for creation of situations that have an adverse effect on the performance of the member efficiently conducting the business of the society on the local, state, and national level. A member so dropped from membership may appeal the decision to the State Executive Committee, and then, if still not satisfied, to the Executive Director whose decision is final.

The name of any member dropped from membership shall be sent to the Executive Director immediately, along with the reason for action.

A student dropped from membership may later be reinstated by action of the Chapter Executive Committee, if the committee is satisfied that he/she now meets the standards for membership. Reinstatement will consist of the student's written letter of request and the completion of at least 2 service projects. A member so reinstated will not again pay the national membership fee: a record of the reinstatement shall be immediately sent to the National Executive Director.

Past graduates, who were in good standing with Gamma Beta Phi, may be reinstated by paying local dues. They must maintain points and class ranking.

## **ARTICLE V Induction of Members**

Induction of new members shall take place during the Fall and Spring semesters. The induction ceremony shall be a dignified occasion. There shall be no hazing of an inductee—either that which would result in physical discomfort or that which would cause mental embarrassment. Each person must join at the time the invitation is received. Should a student decide at a later date that he/she wishes to become a member of this chapter of Gamma Beta Phi, he/she may petition the Executive Committee for membership, stating in writing why the initial invitation was refused and why membership is being requested. The decision of the Executive Committee will be final.

The Executive Director shall be sent immediately the name, address, prospective graduation date, and national membership fee of each new member and the date of the induction ceremony.

## **ARTICLE VI Officers**

The elected officers of this chapter of Gamma Beta Phi Society shall be: a president, a vice-president, a corresponding secretary, a recording secretary, a treasurer, a reporter, a historian, and a newsletter editor.

The duties of the president shall be: to preside at the day meetings; to appoint all committees; to guide the activities and administer the policies laid down in the national constitution and in the chapter bylaws; to file with Headquarters the year-end Chapter report; and to be the official representative of this chapter when necessary or desirable.

The duties of the vice-president shall be: to preside at meetings when the president is absent; to assume the duties of the presidency should the president be unable to serve; to assist in administering the affairs of the chapter; and to serve as chairperson of the Program Committee.

The duties of the corresponding secretary shall be: to keep the records of membership; to prepare the minutes of meetings; to carry on the general correspondence of the chapter; to keep National Headquarters informed about all changes in membership and reasons therefore; to order and properly disburse material from Headquarters; and to serve as a member of the nomination committee.

The duties of the recording secretary shall be: to prepare the minutes of the night meetings; to properly disburse material from Headquarters; to assist corresponding secretary as needed; to serve as treasurer for night meetings when needed; to draw up and keep on file an attendance sheet for each member.

The duties of the treasurer shall be: to collect, safeguard, and disburse the funds of the Chapter, to keep a complete and accurate record of all financial transactions; to complete and send to headquarters a year-end financial statement of all receipts and expenditures; and to pass on to the treasurer succeeding him/her all funds remaining in the treasury and to give to the Advisor all financial records; and serve as secretary for the night group when the recording secretary is unavailable.

The duties of the media coordinator shall be: to design and maintain the local Chapter web site; to post current activities and events; to coordinate with the Chapter Reporter on all postings of meetings, activities, and events; to serve as a member of the Publicity Committee.

The duties of the reporter shall be: to serve as chairperson of the Publicity Committee; to provide National Headquarters with pictures and accounts of the Chapter's activities for publication in any National newsletter or any National website; to provide articles for the state newsletter; to maintain a monthly chapter bulletin board; and to publicize each monthly meeting of the chapter by posters and the student newsletter.

The duties of the historian shall be; to serve as a chairperson of the Nomination Committee; to compile the previous year's scrapbook from the photographs and artifacts collected in the previous year's folders and compile monthly folders during the current year which shall consist of photographs, archives, and full and complete documentation of who, what, when, and where; to report scrapbook progress on a monthly basis to the Chapter Executive Committee.

The duties of the newsletter editor shall be; to publish at least once a semester a chapter newsletter; to distribute these newsletters to members, state officers, state advisor, Headquarters, and school administrators; to serve as a member of the Publicity Committee.

The duties of the advisor shall be: to advise the executive board, take part in chapter activities, act as liaison between the membership and the Cleveland Community College administration and faculty, and aid the executive officers in filing reports and documents with the National Executive Committee and the National Headquarters.

The officers of the chapter shall be elected at a regular meeting during the Spring Semester of the school year. The Executive Committee will determine the date of the election; and if the Advisor approves the date, it will then be announced to the membership at least one regular meeting in advance of the meeting in which the election will occur. The Executive Committee will determine the method of nomination.

(1) Voting will be by secret ballot. Printed ballots will be distributed to members at the noon and evening meetings on the day of election. Votes will be counted when all final votes are received. In the event of a tie for any office, the decision will be made by the nominating committee, the outgoing president, and the advisor, and co-advisor.

(2) Each person nominated for an office should appear before the membership, before the elections at both day and night meetings. He/She is to give a brief statement of qualifications and reasons for running for the office. If he/she is unable to attend both day and night meetings, he/she should appoint a representative to read his/her statement or speech.

(3) A member seeking an elected office may run for only one office at the time of each yearly election.

(4) The new officers shall assume their positions at the beginning of the Summer Semester. These officers will work with the retiring officers for the remainder of the Spring Semester.

The president and vice-president between them shall cover the day and night meetings. The corresponding secretary must attend day meetings, and the recording secretary must attend night meetings. All other officers may attend either day or night meetings. The term of office shall be for one full year with no successive term in the same office. Any member in good standing may be eligible for election. The term of office for anyone nominated for an officer's position must not extend beyond the individual's active enrollment at this college.

In the event of resignation or impeachment of any officer other than president, a new election must be held to fill the vacancy of that office. Upon resignation or impeachment of the president, the vice-president will take over the office of president, and a new election will be held to fill the vacancy of the office of vice-president.

The same attendance requirements pertain to officers as they do for members, as stated in Article IV, except that officers are expected to attend all regular scheduled Executive Committee meetings, and absence from more than two Executive Committee meetings during the school year without a justifiable excuse may result in a request for resignation from office.

Impeachment proceedings may be implemented by the Executive Committee for the following reasons:

- a. Neglectfulness of duties
- b. Non-attendance in accordance with Article IV
- c. Creation of situations that have an adverse effect on the performance of an officer for efficiently conducting the business of the society on the local, state, and national level
- d. Use of the position for personal gain

Impeachment proceedings will be implemented with a warning given and probation period of 30 days to correct the situation stated in the warning. If the situation is not corrected, the Executive Committee will take further action. Appeal can be made to the State executive Committee and then to the National Executive Director whose decision is final.

This chapter of The Gamma Beta Phi Society shall have a full-time faculty, full-time staff member, or administrator as advisor.

## **ARTICLE VII Committees**

The standing committees of this chapter shall be; Executive Committee, Publicity Committee, Program Committee, Social Committee, Scholarship Committee, Induction Committee, and Activities Committee.

The Executive Committee shall be composed of all officers and the chairpersons of all other standing committees. The chairperson of the Executive Committee shall be the president. The Advisor will be invited to all meetings of the committee and his/her counsel sought. The duties of this committee are: to see that the standards of membership are maintained, to handle all disciplinary matters, to plan general policies and activities for presentation to the membership, to insure that all qualified prospective members are identified and invited into membership.

The Publicity Committee shall be appointed by the president. The chairperson of the committee shall be the reporter. The duties of the Publicity Committee shall be: to make sure that the name, nature, purposes, and contribution of Gamma Beta Phi are recognized throughout the campus and the community by full and proper use of all available media; to provide for the publicizing of the names and pictures of all new members; to provide Headquarters with pictures and accounts of the chapter's activities for publication in any Headquarters newsletter; to keep an on-going written and pictorial history of the chapter.

The Program Committee shall be appointed by the president. The chairperson of the committee shall be the vice-president. The duties of the Program Committee shall be: to assist the Executive Committee in planning the nature of the chapter meetings; to secure meeting facilities and outside speakers; to greet, introduce, and send thanks to all outside persons who take part in a meeting of the chapter.

The Social Committee shall be appointed by the president. The chairperson shall be designated by the president. Its duty shall be: to take charge of all features of social activities of the chapter, especially in regard to refreshments, food, and decorations.

The Scholarship Committee shall be appointed by the president. The chairperson shall be designated by the president. Its duty shall be: to publicize availability of scholarships to all Cleveland Community College students, and to prepare and present a possible slate of candidates. The chairperson will consult with the financial aid director and present findings to the committee.

The Induction Committee shall be appointed by the president. The chairperson shall be designated by the president. Its duty shall be: to prepare a list of prospective members, verify prospective members' eligibility, prepare and mail invitations, prepare credential envelopes for new members, and assist new members at induction ceremonies.

The Activities Committee shall be appointed by the president. The chairperson shall be designated by the president. Its duty shall be: to investigate the possibility of suggested activities, to contact the appropriate people to inquire about suggested service projects, and to secure places to hold the chapter's fundraisers.

In addition to the standing committees, special committees will be appointed by the president. The Nomination Committee, Telephone Committee, and Typing Committee will be appointed when deemed necessary by the president.

Duties of the chairperson are to organize and assign duties to each member. Good intercommunication should be maintained by committee chairperson as well as committee members. The chairperson is expected to report at each Executive Committee meeting.

## **ARTICLE VIII**

## **Meetings**

Regular meetings of this chapter of The Gamma Beta Phi Society shall be held every month during the regular school year. The time and place of the meetings will be decided upon by the Executive Committee with the approval of the Advisor. Every effort shall be taken to keep the time and place of the meetings consistent and to give adequate notice to the members.

Special meeting may be called by the president after consultation with, and the approval of, the Executive Committee and the Advisor. All members are to be sent notification of the special meeting and its purpose for being called. Only the business for which the meeting is called will be transacted.

The public may be invited to attend any regular or special meeting of the chapter if approved by the Executive Committee.

## **ARTICLE IX Quorum and Parliamentary Authority**

A quorum of this chapter shall be constituted by a majority of the membership present at a regular meeting. No action may be taken which is binding upon the membership unless a quorum is present.

The parliamentary authority for this chapter shall be the most recent edition of Robert's Rules of Order. The president may appoint a parliamentarian for day and night meetings.

## **ARTICLE X Attendance at State and National Meetings**

This chapter of The Gamma Beta Phi Society will send the Advisor and student members as official delegates to the annual State Council Meeting and shall also endeavor to send as many other chapter members as is feasible. This chapter shall also send the Advisor and a designated student member as official delegates to the annual meeting of the National Senate.

## **ARTICLE XI Amending and Transmitting the Bylaws**

The Bylaws of this chapter may be amended by a majority vote of the members at any meeting at which a quorum is present, provided such proposed amendment, in written form, has been placed before the membership at a previous regular meeting. Such amendments may not be in conflict with national standards of policies.

Both the Executive Director of The Gamma Beta Phi Society and the appropriate administrator or committee at Cleveland Community College shall be sent immediately a copy of these bylaws and of any subsequent amendments or alterations.

## **ARTICLE XII Dissolution**

In the event of dissolution the residual assets of this organization will be turned over to another organization which is itself exempt from federal income tax as an organization described in section 501 (C) (3) of the Internal Revenue Code, or to the federal, state, or local government for exclusively public purpose.

CCC Chapter Bylaws  
Revised March 2001