Preamble
We, the members of Upsilon Psi Phi Theta Kappa, to support scholarship and academic excellence in two-year community colleges, to enhance the development of growth of our society and its members, and to provide greater service to our schools, our communities, our region, and our international organization, hereby establish these by-laws for the Upsilon Psi Chapter of the Ohio Region of Phi Theta Kappa.

Article I. Name of the Organization
The name of this organization shall hereafter be known as the Upsilon Psi Chapter of Phi Theta Kappa of Ohio.

Article II. Purpose of the Organization
The purpose of the organization shall be to provide a means through which Phi Theta Kappa’s Upsilon Psi chapter may better achieve the goals of Phi Theta Kappa, to encourage participation of individual members in Phi Theta Kappa activities, and to promote fellowship among Phi Theta Kappans throughout the region.

Article III. Division of Organization
Section 1. Members
A. Members of the Upsilon Psi Chapter of Phi Theta Kappa shall consist of all members who meet minimum requirements for membership as determined by this Chapter in accordance with International requirements and who are in good standing.

B. Minimum requirements for induction include achievement of at least 12 credit hours toward a major at UC Blue Ash College and a cumulative college average of 3.5 or better. Members must maintain a minimum grade point average of 3.25 to remain in good standing.

C. New members must pay a one-time fee, which will be partially allocated to the Upsilon Psi chapter, the Ohio Region, and the international headquarters. This fee is payable at the time of his/her initiation or induction into the Upsilon Psi Chapter of Phi Theta Kappa. New members must complete and sign a Membership Profile form.

Section 2. Officers
A. Officers of the following year shall be elected by a majority vote by members of Upsilon Psi chapter, annually during the spring, prior to the end of the term.

B. The officers elected shall be President, Vice President, Secretary, and Treasurer.

C. Officers shall be installed at the spring induction ceremony and shall assume the duties of the offices immediately afterwards.

D. The President and the advisor, with the approval of the officers, may appoint a replacement for any officer who, for any reason, fails to fulfill his/her obligations or for an officer who resigns from office. If the President resigns, the Vice President will automatically take his/her place.

Article IV. Duties of Elected Officers
Section 1. The President shall
A. Set dates for, and conduct, all meetings after consulting with the other officers,
B. Preside over all meetings of the members of Upsilon Psi,
C. Keep advisor informed on progress of Chapter activities, and
D. Appoint committees or delegate duties.
Section 2. The Vice President shall:
A. Take the place of the President in his or her absence,
B. Assist the President when called upon, and
C. Seek opportunities to publicize Phi Theta Kappa activities in school and regional publications.

Section 3. The Secretary shall:
A. Assist the President when called upon,
B. Keep accurate minutes of all meetings,
C. Give drafts of minutes to Advisor for approval, and
D. After approval, post reports of all member meetings.

Section 4. The Treasurer shall:
A. Assist the President when called upon,
B. Assist the Advisor in financial transactions and reports.
C. Act as resource person when the chapter desires fund raisers, and
D. Gather and post service project information in an appropriate and timely way.

Article V. Duties of the Chapter Advisor
Section 1. The Chapter Advisor appointed by the Dean of the College, and the Office of Student Services, shall:
A. Act as information resource person for officers and members of the Chapter.
B. Assist and advise current officers in choosing new officers yearly and appointing replacement officers when necessary.
C. Advise the current Treasurer in maintaining the chapter treasury and in submitting an annual financial report to the Office of Student Life.
D. Be responsible for seeing that international and regional dues are paid annually and in a timely way according to the number of new members inducted, and
E. Request annually, from the Registration office, a computerized mailing list of current year students who are eligible to become members.

Section 2. Communication with other Phi Theta Kappa branches
The Chapter Advisor shall maintain communications with the Ohio Regional Coordinator and international representative.

Article VI. Garden Manager
The Garden Manager shall be elected in the spring term as long as the Phi Theta Kappa Garden remains and shall:
A. Maintain upkeep of the garden.
B. Assist with picking and delivery of produce.
C. Report to President any needs of the garden.

Article VII. Future Amendments
Should the Chapter Advisor and/or officers of this chapter deem it necessary to amend these by-laws, it shall be mended by a three-fourths approval of all members present at the chapter meeting as well as by three votes from the five votes of the Advisor, the current President, Vice President, Secretary, and Treasurer.