



Phi Theta Kappa
International Honor Society
of the Two-Year Colleges

Senior Institution
Alumni Association
Chartering Packet

Senior Institution Alumni Association Chartering Packet

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Phi Theta Kappa *Alumni History*

Alumni associations of Phi Theta Kappa first appeared on the campuses of four-year universities. The premise on which these chapters were established was to ease the transition of the transfer student and to provide well-deserved recognition for community, technical and junior college scholars. The four original charter chapters were officially installed in 1976 on the campuses of the University of Texas at Austin (Alpha of Texas), the University of Southern Mississippi in Hattiesburg (Alpha of Mississippi), Sam Houston State University in Huntsville, Texas (Beta of Texas), and Southwest Missouri State University in Springfield (Alpha of Missouri).

A later outgrowth of the alumni program came in 1977 with the installation of the first community-oriented alumni association on the campus of Wilbur Wright College in Chicago, Illinois. The premise on which this chapter was founded was to provide a vehicle by which alumni could continue fellowship with other alumni members while also supporting the activities of the local two-year college chapter.

A new program, the Phi Theta Kappa National Alumni Association, was founded in 1978 and revised in 1987, to provide alumni members various means by which to continue affiliation with the people and programs of the Society. Through participation with the National Alumni Association and senior institution-oriented or community-oriented associations, alumni have an opportunity to serve and support the people, programs and priorities of Phi Theta Kappa.

In the summer of 1991, a critical look was taken at Phi Theta Kappa's Alumni Program. At this time, to properly reflect the international scope of the Society, the name was changed from the National Alumni Association to the Phi Theta Kappa Alumni Association. After careful study and evaluation, the valuable contribution to Phi Theta Kappa made by alumni members was reaffirmed. Through alumni support the integrity of the Society's current programs and services will be protected and new programs and services can be developed and offered in the future.

By 1995, alumni began to see the benefits of larger alumni associations affiliated with a Phi Theta Kappa region or multiple campuses to serve a larger geographic area. The specific purpose of these organizations varies but is based on the premise of supporting the mission of Phi Theta Kappa in their specific service area. The early pioneers of these □ true community□ alumni associations are the Dade County (Florida) Alumni Association, the Nevada/California Alumni Association, the Virginia Regional Alumni Association and the Indiana Alumni Association.

As Phi Theta Kappa enters its 8th decade of existence, the greatest impact alumni have on the Society remains at the grassroots level -- on the campuses of senior institutions encouraging the Phi Theta Kappa transfer student to continue their pursuit of scholastic excellence; in the local communities supporting the Society Hallmarks of Scholarship, Leadership Service and Fellowship; and, within the region to ensure a new generation of Phi Theta Kappans enjoy an exception membership experience.

Purpose of Phi Theta Kappa

The Purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Purpose of Alumni

The purpose of Phi Theta Kappa Alumni is to support the people, programs and priorities of the Phi Theta Kappa Society. Alumni have valuable contributions to make to Phi Theta Kappa. Through alumni support, the integrity of the Society's programs and service will be protected and new programs and services can be developed and offered in the future.

Focus of Senior Institution Alumni Associations

The focus of the senior institution-oriented alumni association is to provide programs and materials designed to ease members' transfer from the two-year college to the senior institution. Phi Theta Kappa members transferring to the senior institution find, through the alumni association, a ready-made "family" or circle of acquaintances to begin their lives at the senior institution. These alumni associations serve to aid the assimilation of transfer students within the senior institution environment.

By working with the Office of Admissions, alumni members may assist with the recruitment, orientation and retention of their fellow scholars. As high-achieving transfer students, the Phi Theta Kappa alumni on the senior institution campus may choose to develop programs which further the positive image of transfer students on the campus. Furthermore, members of the senior institution-oriented alumni association may choose to work in support of local two-year college chapters of Phi Theta Kappa.

Membership

The International Constitution of Phi Theta Kappa defines who is eligible for membership in your local or regional alumni association. It reads:

An alumni member shall be a former member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college.
- Article IV, Section 1C. -

Senior Institution-Oriented Alumni Association Membership

For alumni associations based on the campus of a senior institution, Phi Theta Kappa alumni membership is drawn from the transfer and graduate student population. Those students who were members of Phi Theta Kappa on a two-year college campus are eligible for membership in the senior institution-oriented alumni association.

Faculty, staff and administrators on campus may be invited to associate with the alumni associations. However, on the senior institution campus, the Phi Theta Kappa organization remains a student organization -- yet another stepping stone in the development of the Phi Theta Kappa scholar. Therefore, these associate members should not vote or hold office in the Phi Theta Kappa alumni association -- nor will they be interested in serving such an active role.

Honorary Members

An honorary membership in Phi Theta Kappa is reserved for those who have rendered *distinguished service* to the Society at the local, regional or international level. While honorary members of the active chapter or your alumni association may certainly be invited to participate in your activities, remember they are not Phi Theta Kappa members or alumni. Therefore, you cannot charge them membership fees. They cannot vote or hold office in your association. And, honorary members cannot represent your association at regional or international events.

Alumni Association Chartering Checklist

Your request for an alumni association charter cannot be completed without of the following items:

- One-time charter fee of \$200.00
- Alumni Association Charter Petition
- Alumni Association Advisor Report Form
- Alumni Association Officer Report Form
- Alumni Association By-Laws
- Alumni Association Goals and Objectives
- Alumni Association Membership Reporting Form

Send the above items to:

Phi Theta Kappa Society
ATTN: Alumni Relations
The Center for Excellence
1625 Eastover Drive
Jackson MS 392119

Organizing the Alumni Association

The initial organizing effort for an alumni association should be the responsibility of an Executive Committee. In order to be most effective, the committee should consist of five to eight Phi Theta Kappa alumni.

Responsibilities of the Executive Committee include:

- Securing an association advisor(s), if not already accomplished.
- Locating potential members. **Note: A minimum of 15 members is required to charter an alumni association.**
- Choosing an association name.
- Establishing objectives and goals of the alumni association.
- Drafting association by-laws.
- Obtaining official recognition as a campus organization.
- Completing and submitting the Alumni Association Petition, Alumni Chartering Information Sheet, Alumni Association Information Sheet, Alumni Association By-Laws, Alumni Association Advisor Form(s), Statement of Goals and Objectives, Membership Report Form and Charter Fee to Phi Theta Kappa Headquarters. Your request for a charter cannot be processed until all forms and fees have been received by Headquarters.
- Planning the installation ceremony.

Before convening the prospective members of the alumni association, the Executive Committee should try to complete most, if not all, of the details listed above. Much time will be saved and interest maintained if the details are completed beforehand.

For your convenience, a thorough explanation of each of the above responsibilities of the Executive Committee is provided on the following pages.

Selection of an Alumni Advisor

The success and strength of an alumni association greatly depends upon the selection of the alumni advisor. The advisor serves as a permanent contact to whom association materials and memoranda are sent. The role of the advisor within the Society's infrastructure is, unquestionably, one of the most important positions within Phi Theta Kappa, and this selection should not be taken lightly.

To assist in the search for an alumni association advisor, the following suggestions are provided. A wise idea for the Executive Committee to consider when selecting an alumni advisor would be consulting with the Director of the Alumni Affairs, the Head of the College's Foundation, the Dean of Students, Vice President of Enrollment Management or Institutional President for possible suggestions as to who might serve.

For Senior Institution-Oriented Alumni Associations, we suggest at least one advisor be directly involved in the recruitment and orientation of transfer students. The rationale is that this staff member frequently visits with two-year college campuses enabling him/her to maintain constant contact with local active chapters. As a result, many potential alumni association members are identified before transferring to the senior institution.

Additionally, a second advisor may be selected from any department of the campus. Ideally, this second advisor's schedule would allow him/her to remain on campus on a daily basis, unlike the advisor from the admissions area who travels frequently for recruitment purposes. The on-campus advisor can provide the alumni association the necessary availability needed on a daily basis. You may be surprised to learn the number of Phi Theta Kappa alumni serving in faculty and staff positions on the campus.

Responsibilities of the Alumni Association Advisor(s) are to:

- Maintain permanent alumni association records including:
 - Roster of Members
 - Roster of Honorary Members
 - Roster of Past Officers
 - Roster of Outstanding Alumni
 - Association meeting minutes
 - Special Association Projects
- Distribute Society materials and certificates to alumni association members
- Attend alumni association meetings including meetings of the Executive Committee
- Attend regional and international meetings whenever possible
- Submit to the Phi Theta Kappa Headquarters the Report of New Members Form, which includes all fees collected
- Oversee the completion of the Annual Alumni Report due to Phi Theta Kappa Headquarters by the stated deadline

- Serve as a liaison between the alumni association and active two-year chapters in the local area
- Serve as a liaison between the institutional administration and the alumni association
- Oversee the chartering and induction ceremonies as well as the orientation of new alumni members
- Correspond with Phi Theta Kappa Headquarters and the Regional Coordinator on a regular basis or as needed
- Assist in the alumni association efforts to fulfill their objectives and goals

Locating Potential Alumni Association Members

Locating potential alumni members currently attending a senior institution may seem to be a formidable task at first. However, the following suggestions should help steer you in the right direction.

- The best place to start is the admissions office. Make an appointment, in advance, with the transfer admissions director or counselor. Before asking for anything, explain who you are, why you requested to see this person and most importantly, provide a brief history of Phi Theta Kappa to acquaint the person you are meeting about the Society.
- After you have accomplished the above, request a printout of all transfer students currently enrolled or newly admitted at the institution. From that list, categorize the students by the two-year college they last attended and send the list to the current Phi Theta Kappa advisor at each college identified, requesting they indicate which students were past members of their respective chapters. Note: If you include a stamped envelope with your return address already printed on it, your response rate may be enhanced. Also, a current directory of Phi Theta Kappa two-year advisors may be requested from the Phi Theta Kappa Headquarters.
- Co-host a reception with the office of admissions for all transfer students or prospective transfer students. At the reception identify members of Phi Theta Kappa.
- Place an ad in the campus newspaper announcing plans to establish an alumni association of Phi Theta Kappa. Be sure to list a contact person and how they may be reached.
- Write a public service announcement (PSA) to be aired on the campus radio station announcing plans to establish an alumni association and how interested individuals may become involved.
- Attend your Phi Theta Kappa Regional Convention. Distribute information to convention delegates who may be interested in transferring to the institution.

- Set up an information station during orientation and registration where Phi Theta Kappa alumni can receive information about the alumni association.
- Wear your Phi Theta Kappa T-shirts and sweatshirts on campus.
- Request Membership Search from Headquarters (See Member Search Request Form; page 14)

Choosing an Alumni Association Name

Previously, all alumni associations received a Greek designated name, such as Alpha of Texas, from the Phi Theta Kappa Headquarters. Effective January 1, 1992, each new association has the privilege of recommending its own designation. For example, the alumni association servicing the multi-campus Miami-Dade Community College has chosen the title "Dade County Alumni Association". Many alumni associations simply refer to themselves as "Phi Theta Kappa Alumni Association of..." and fill in the name of their affiliated institution or organization. Headquarters must approve the name selected. All new alumni associations may no longer use Greek letter designations.

Establishing Goals and Objectives

When organizing your alumni association it is vital to decide why your association is being created. First, carefully review the Purpose of Phi Theta Kappa, Purpose of Alumni and Focus for Senior Institution Alumni Associations. Determine what specific goals you wish to set to fulfill this purpose and focus. Objectives are general in nature while goals express how you will meet these objectives.

Goals should be challenging but realistic. A sample Statement of Goals and Objectives is enclosed. While it is honorable to want to "hang the moon," it may not be feasible with the resources available and other obligations of your membership. If your goals are too lofty you may scare away your most loyal members, so pick and choose from this list carefully rather than simply pursuing everything! A new alumni association may wish to target only a limited number of projects and programs that best meet the needs of their institution.

Consider also setting short term goals which can be easily attainable and long term goals of where you would like to see your association five or ten years in the future. From these you may want to establish your action plan on how you will meet your goals.

Drafting Alumni Association By-Laws

Each alumni association must submit by-laws to the International Headquarters. By-laws serve as a governing document for the alumni association. These by-laws should adhere to and not contradict the Phi Theta Kappa International Constitution. Sample alumni association by-laws are enclosed (Appendix II, Page 21). The Phi Theta Kappa Headquarters staff suggests you use the enclosed sample

as a guideline. Your by-laws may differ from this sample depending on your alumni association's climate and the institution you serve.

When writing the by-laws, the alumni association's Executive Committee should keep in mind that the document should be general in content and should reflect the purpose, goals and objectives of Phi Theta Kappa Alumni. The committee should also consult with officials of the host institution to ascertain specific requirements and policies that must be included in a campus organization's by-laws.

The Executive Committee should present a completed draft of the by-laws to the charter membership for ratification prior to its installation. Upon acceptance, the Alumni Association By-Laws should be submitted to the Phi Theta Kappa Headquarters for final approval. A permanent copy of your By-Laws will remain on file at the Center for Excellence.

Official Institutional Recognition

In order for the Phi Theta Kappa alumni association to share in the same benefits of other recognized organizations of the hosting institution, official recognition may be necessary. Benefits could include financial assistance, access to the host institution's facilities for meetings, as well as other services. In most instances the host institution's Dean of Students Office can explain the proper procedures to follow in obtaining official recognition.

This recognition process also affords the host institution's administration the opportunity to become further acquainted with the purpose and proposed programs of the alumni association. The Executive Committee members and advisor(s) should meet with the host institution's Chief Executive Officer (CEO) and Dean of Students to discuss the interest in establishing an alumni association. While meeting with these administrators, the Executive Committee should present a statement describing the purpose, objectives and goals of the alumni association. This statement should include an explanation of how the alumni association proposes to serve the institution.

Charter Petition Forms Explained

After the mission and purpose of the alumni association have been reviewed, the objectives and goals of the association have been established, the by-laws drafted and ratified, prospective members contacted, association advisor(s) secured and institutional recognition received, the alumni advisor should then complete the enclosed Alumni Association Petition, Alumni Chartering Information Sheet, Alumni Association Advisor Form, Alumni Association Information Sheet and Membership Report Form. Please note that the host institution's Chief Executive Officer (CEO) must sign the Alumni Association Charter Petition for Community-based or Senior Institution-based associations

These forms should be submitted to Headquarters along with the By-Laws, Statement of Goals and Objectives, Chartering Fee and Certificate Fees. After reviewing all materials, Headquarters will contact the alumni advisor to coordinate an appropriate time to officially install the new alumni association. Please do not schedule your chartering until all paperwork has been submitted and approved.

Planning the Installation Ceremony

The final step in establishing the alumni association is planning the installation ceremony. The installation ceremony for the alumni association may be patterned after the induction ceremony generally used by Phi Theta Kappa active chapters. A standard ceremony for the installation of alumni association members and officers is enclosed and may be modified to suit your association's needs.

An appropriate time to conduct the installation ceremony may be following a banquet or preceding a reception held in honor of the charter members. The association may wish to invite, as special guests, the host institution's administration and faculty as well as family and friends of the charter members.

The Development and Alumni Affairs Department is available to assist in the planning of your installation ceremony. A Phi Theta Kappa representative may be available to assist with the installation ceremony depending on budgetary and scheduling factors.

In most cases, the charter members are installed before the association officers. During the ceremony, the charter members will sign the association's notebook. Additionally, if the charter members are also Phi Theta Kappa International Alumni Association members, they will receive an alumni certificate.

The charter installation ceremony is an historic occasion and should be remembered for its solemnity and purpose. As with the two-year chapter induction, candles may be used to add a formal touch.

Sample Format of an Alumni Induction Ceremony

- Greeting and seating of guests by ushers. Ushers usually are association officers and members but may be anyone the association chooses.
- Processional and seating of charter members. Members, carrying unlighted blue candles, are led into the room by an alumni association officer carrying a lighted gold candle. Members are seated in a special section near the induction table. The officer carrying the gold candle leaves it at the induction table.
- Processional of special guests and participants conducting the installation ceremony. Association officers, guest speakers and advisors having a part on the program should be seated at the head table. The induction table is usually situated in front of the head table.
- Welcome extended by the master of ceremonies, who may be an association officer, advisor, college president or a specific individual selected by the association advisor. A brief statement of the purpose of the Society and the alumni association should be presented at this time. Also, the emcee should introduce members of the head table to the guests.
- Introduction of guest speaker and presentation. The Speaker could be the host institution's president, dean or a faculty member addressing the current year's Honors Study Topic.
- Chartering ceremony begins.
- After completing the pledge of membership:
- Charter member's name is announced
- Charter member steps to the induction table, signs association notebook and lights blue candle
- Charter member receives alumni certificate (if member of Phi Theta Kappa Alumni Association)
- Charter member returns to seat and remains standing with candle still lighted (facing guests)
- Charter members receive a charge from the alumni advisor (refer to Installation Ceremony Sheet)
- Charter members extinguish candles and take their seats
- Installation of alumni association officers
- All those attending invited to a reception honoring charter alumni members and officers

**Phi Theta Kappa
International Honor Society
of the Two-Year Colleges**

Alumni Association Charter Petition

Community College-Oriented Regional Senior Institution-Oriented

Name of Phi Theta Kappa Region _____

Name of Chief Executive Officer _____

(Phi Theta Kappa Region: Regional Coordinator, College District: District Chancellor)

Name of Alumni Association Advisor(s) _____

Association Mailing Address _____

Association Shipping Address _____

Association Telephone Number _____

Association Fax Number _____

Region or College Web Address _____

CEO Signature : _____ **Date** _____

Your request for a charter cannot be completed without this form. Return to:

Phi Theta Kappa Society
ATTN: Alumni Relations
The Center for Excellence
1625 Eastover Drive
Jackson MS 392119

**Phi Theta Kappa
International Honor Society
of the Two-Year Colleges**

Alumni Association Information Form

Community College-Oriented Regional Senior Institution-Oriented

Name of Alumni Association _____

Association President _____

Presidents' Primary Mailing Address _____

Phone Number _____

President's E-Mail Address _____

President's FAX Number _____

Alumni Association's Web Address _____

Additional Officers

Name & Office Held _____

Email _____

Name & Office Held _____

Email _____

Name & Office Held _____

Email _____

Your request for a charter cannot be completed without this form. Return to:

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ATTN: Alumni Relations
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Jackson MS 392119

**Phi Theta Kappa
International Honor Society
of the Two-Year Colleges**

Alumni Association Chartering Information

Community College-Oriented Regional Senior Institution-Oriented

Alumni Association Name Designation _____
(Upon approval by Phi Theta Kappa Headquarters)

Name of Region or College District _____

Alumni Association Installation Date _____

Name of Installing Officer _____

Please type the names of charter members and attach to the Alumni Membership Reporting Form.
It is necessary for the alumni advisor to certify that each individual listed on the Membership Reporting Form meets membership eligibility requirements by signing in the space provided.

Advisor Signature : _____ Date _____

Your request for a charter cannot be completed without this form. Return to:

Phi Theta Kappa Society
ATTN: Alumni Relations
The Center for Excellence
1625 Eastover Drive
Jackson MS 392119

**Phi Theta Kappa
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Alumni Association Advisor Form

Please duplicate for each advisor and/or facilitator.

Community College-Oriented Regional Senior Institution-Oriented

Alumni Association Name: _____

Name of Alumni Advisor: _____

Advisor College & Title: _____

Advisor Work Address: _____

Advisor's Work Phone: _____

Advisor's Email : _____

Advisor's Fax : _____

Advisor Home Address: _____

This advisor is / is not a(n) member honorary member of Phi Theta Kappa.

College: _____ Induction Date _____

Your request for a charter cannot be completed without this form. Return to:

Phi Theta Kappa Society
ATTN: Alumni Relations
The Center for Excellence
1625 Eastover Drive
Jackson MS 392119

**Phi Theta Kappa
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Alumni Association Membership Reporting Form

ALUMNI ASSOCIATION NAME: _____

Population served by Association: _____

Institution: _____

Alumni Advisor: _____

E-Mail address: _____

Telephone Number: _____

Alumni mailing address: _____

Advisor Certification

The following individuals have been duly elected to alumni membership and meet all requirements of such membership.

They will be inducted on: _____

Signed: _____ Date _____

*Please attach a listing of all members in a Word or Excel format.
Enclose \$10.00 for each member requesting an Alumni Certificate.*

For each member please submit the following information:

- First Name
- Middle Name:
- Last Name
- Two-Year Chapter and Date of Induction
- Name at time of Induction (if different from above)
- Mailing Address
- City, State Zip Code
- Telephone Number
- Member or Social Security Number (optional)
- E-Mail Address
- Does member want an Alumni Certificate (if so, include a check for \$10 per certificate)s

Appendix I: Sample Mission, Objectives & Goals

Mission, Objectives and Goals of the _____ Alumni Association

Mission Statement

“The mission of the alumni association is to support the people, programs and priorities of the Phi Theta Kappa Society. Alumni have valuable contributions to make to Phi Theta Kappa. Through alumni support, the integrity of the Society’s programs and service will be protected and new programs and services can be developed and offered in the future.”

Objectives

- Stay abreast of Phi Theta Kappa programs and people through publications
- Provide recognition to outstanding two-year college members and advisors
- Assist two-year college chapters by providing speakers for programs
- Provide support for two-year chapter members to attend regional and international events and meetings
- Encourage businesses to provide funds and supplies to support two-year chapters
- Work in collaborative activities with the two-year chapter to support the college and the community
- Support the Society’s two-year programs and people by contributing to Phi Theta Kappa’s scholarship and special funds
- Serve as mentors to two-year chapter members preparing to transfer to senior institutions or enter the workforce
- Encourage the establishment of Phi Theta Kappa designated scholarships at senior institutions
- Provide programs and materials designed to ease members’ transfer from the two-year college to the senior institution
- Provide other assistance when appropriate

Goals

- To provide aid to transfer students’ social and educational adjustment to the rigors of _____ life
- To provide assistance to the office of transfer relations
- To build awareness of the quality of the transfer student
- To work to ensure the continued academic excellence of Phi Theta Kappa members

Action Plans

- Visit former two-year college chapters to describe the opportunities available at _____
- Write letters and make telephone calls to prospective two-year college transfer students
- Assist with the transfer student orientation
- Offer campus tours to Phi Theta Kappans visiting the campus of _____
- Provide tutorial assistance to other Phi Theta Kappa members
- Host a transfer student social at the beginning of each semester
- Host a faculty reception to expose the transferring members to their faculty members and expose faculty members to the high quality of the transfer student
- Display _____ recruiting materials during regional and international meetings of Phi Theta Kappa
- Meet with the appropriate administrators on campus to determine the work necessary to establish a Phi Theta Kappa designated transfer scholarship
- Provide a mentor program assigning new Phi Theta Kappans with another member with the same major
- Raise the necessary funds which will allow members to attend regional and international meetings of Phi Theta Kappa

Appendix II: Sample By-Laws

BY-LAWS OF THE _____ ALUMNI ASSOCIATION OF THE PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE

Preamble

We, the members of Phi Theta Kappa's _____ Alumni Association at _____ hereby associate ourselves to continue to uphold the purposes of Phi Theta Kappa; provide a continuing fellowship of Phi Theta Kappa members; help transfer students become accustomed to the senior institution and the life it affords; and recognize and encourage scholarship and leadership among Phi Theta Kappans.

Article 1

Name

The name of this organization shall be the _____ Alumni Association of the Phi Theta Kappa International Honor Society of the Two-Year College.

Article II

Membership

An alumnus member shall be a former active member of the Society who terminated active membership in good standing and who was enrolled for at least one year in a two-year college.

Section 1. **Active Members.**

- A. An active member of the _____ Alumni Association shall be a student attending _____; have been an active member in good standing of Phi Theta Kappa at a two-year college; and, maintain a current fees status to the alumni association.

- B. Membership is open to all qualified persons without regard to race, creed, religion, sexual orientation or national origin.

Section 2. **Honorary Members.**

An honorary alumnus member shall be a person who has rendered distinguished service

to the alumni association and was previously inducted as an honorary member into a Phi Theta Kappa chapter.

- A. Honorary members shall not have the right to vote, hold office or represent the Society. Nor shall honorary members be asked to pay membership fees to the alumni association.
- B. Honorary alumni membership shall be placed in nomination to the general membership of the alumni association. A two-thirds (2/3) vote of members attending a general meeting may elect an honorary alumni member.

Article III

Officers and Duties

The elected officers of this organization shall be: President, Vice President, Treasurer, Secretary, Parliamentarian and Historian.

Section 1. President

The duties of the President shall be to preside over all alumni association meetings, to serve as chairman of the Executive Board, to appoint all committees, to enforce the By-Laws, to call special meetings, to act as spokesperson for the alumni association, and to ensure that proper procedures are followed with regard to university and Phi Theta Kappa policy.

Section 2. Vice President

The duties of the Vice President shall be to serve as Acting President in the absence of the President, to serve on the Executive Board, to serve as an ex-officio member of all committees and to serve as program chairperson.

Section 3. Treasurer

The duties of the Treasurer shall be to serve on the Executive Board, to collect fees, to maintain accurate accounting records, to deposit promptly into the Phi Theta Kappa account all money received, to process applicable payments, and to render financial reports upon request.

Section 4. Secretary

The duties of the Secretary shall be to serve on the Executive Board, to keep the minutes of the Executive Board and General Assembly meetings, to maintain a membership roster, to provide members notification of all meetings, to take roll call, to act as corresponding agent at all levels, and to report alumni association activities to the student newspaper and Phi Theta Kappa Headquarters.

Section 5. Parliamentarian

The duties of the Parliamentarian shall be to serve on the Executive Board, to aid the President in ensuring that proper procedures are followed with regard to university and Phi Theta Kappa policy, to work with the Office of Student Affairs in coordinating all projects, and to ensure that order is established and maintained at all meetings.

Section 6. **Historian**

The duties of the Historian shall be to serve on the Executive Board, to maintain a scrapbook containing alumni association activities, and to promote publicity for the alumni association.

Article IV

Executive Board

The Executive Board shall consist of all elected officers and two members elected at-large. The advisor/facilitator(s) shall serve as an ex-officio, non-voting member.

Section 1. The duties of the Executive Board shall be to handle all questions not specifically dealt with in this document; to make recommendations to the membership; and to submit an Alumni Annual Report to Phi Theta Kappa Headquarters by the stated deadline.

Section 2. The Executive Board shall meet at the call of the chair.

Section 3. All by-law and fiduciary decisions shall be advisory. The membership must vote on all recommendations, which to go into effect, must be approved by a simple majority of those voting.

Section 4. Five (5) members of the Executive Board shall constitute a quorum.

Article V

Election of Officers

Section 1. An election committee appointed by the President will present a slate of officers for consideration and open the floor for other nominations at the last meeting preceding the election week.

Section 2. One week during the month of March shall be designated as election week.

Section 3. Voting shall be by secret ballot.

Section 4. Balloting times and locations shall be designated by the election committee at the last General Assembly meeting preceding the election week.

- Section 5.** A simple majority of all members voting shall constitute a choice.
- Section 6.** In the event of a tie, a run-off election shall be held. Balloting times and locations for the run-off election shall be designated by the election committee at the General Assembly meeting preceding the run-off election.
- Section 7.** Any active member in good standing may vote and be a nominee for office if he or she has a minimum 3.0 GPA.
- Section 8.** Votes shall be counted by the association advisor/facilitator(s) or someone designated by the advisor/facilitator(s).
- Section 9.** Installation of new officers shall occur at the General Assembly meeting immediately following the election week.
- Section 10.** The term of office shall be for a period beginning with the installation in spring and continuing until the installation of officers the following spring.

Article VI

Qualifications for Officers

- Section 1.** All active members are eligible to become officers.
- Section 2.** Officers must be members in good standing and meet all qualifications for active membership.
- Section 3.** Officers must maintain a minimum 3.0 GPA.

Article VII

Removal from Office

- Section 1.** Any elected officer who fails to maintain active membership, who fails to perform his or her duties, or who fails to uphold the purpose of the Society and his or her office is subject to removal.
- Section 2.** The procedure for submitting charges against an officer shall be as follows:
- A. Each party presenting charges shall prepare a written statement to be presented to the Executive Board. This statement shall include whatever information deemed pertinent to the conflict.
 - B. The Executive Board and Advisor/Facilitator(s) shall review these statements and provide the opportunity for each party to discuss the conflict with them.

- C. The Executive Board and Advisor/Facilitator(s) shall present a recommendation to parties presenting charges and to the officer in question.
- D. If the recommendation is not acceptable to any of the involved parties, referral shall be made by the Executive Board and Advisor/Facilitator(s) to the General Assembly for final appeal.

Section 3. A three-fourths vote of the General Assembly shall be necessary to remove any officer; this vote shall be made by secret ballot and counted by the association advisor/facilitator(s).

Section 4. An officer failing to maintain active membership or GPA requirements shall automatically forfeit the office.

Section 5. In the event a vacancy occurs in an elective office, a special election will be held to fill the vacancy. If a vacancy occurs in January or February, the Executive Committee may appoint an interim officer.

Article VIII

Advisor/Facilitator

Section 1. This association shall have an advisor/facilitator appointed by the university administration after consultation with the alumni association membership.

Section 2. The advisor/facilitator shall be a member of the faculty or staff of _____, appointed by the university administration.

Section 3. The facilitator shall be a member of the faculty or staff of _____ or an alumni member in graduate or post-graduate studies appointed by the university administration.

Section 4. The advisor/facilitator shall perform all duties and responsibilities as defined by the Phi Theta Kappa Headquarters.

Article IX

Meetings and Fees

Section 1. Meetings shall be held regularly at a time to be specified by the organization at the first General Assembly meeting of the term.

Section 2. Alumni association fees shall be set by the membership annually. All active members must pay fees to be on the alumni association roster. Honorary members shall not pay fees.

Section 3. The Treasurer shall collect all alumni association fees. If upon receipt of notice from the Treasurer that fees are due, a member fails to pay within 45 calendar days from the invoice date, the Secretary shall drop that name from the active roster after notification. Alumni failing to maintain current fees-paying status shall forfeit the right to vote and hold office.

Section 4. All accounts held in the name of the alumni association shall be audited annually and an audit report presented to the General Assembly.

ARTICLE X

Quorum

A quorum shall consist of those members present at any announced meeting.

ARTICLE XI

Robert's Rules of Order

All meetings shall be conducted using Robert's Rules of Order as a guide publication. Any situation not covered in this document, or under consideration by the Executive Board, shall be governed by Robert's Rules of Order.

ARTICLE XII

Amendments

Section 1. Amendments of the By-Laws shall be submitted to any officer or advisor/facilitator in writing for submission to the members for a vote at the next General Assembly meeting.

Section 2. Notice shall be given to all active members prior to any vote to amend these By-Laws.

Section 3. These By-Laws may be amended by a two-thirds vote of the active membership.

Section 4. Amendments shall become effective upon ratification by the membership and the approval by Phi Theta Kappa Headquarters.

ARTICLE XIII

Ratification

Section 1. These By-Laws shall become effective upon:

- A. Approval of Student Affairs Office at _____.
- B. Approval by Phi Theta Kappa Headquarters.
- C. Affirmative vote by a majority of the General Assembly of the

Section 2. Upon ratification, these By-Laws shall become the governing document of this alumni association, superseded only by the Phi Theta Kappa International Constitution and the policies and procedures of the university.

ARTICLE XIV

Dissolution

Section 1 The association may be dissolved one (1) year after a vote of the general membership to dissolve the association. However, any ten (10) persons eligible for membership under these by-laws may, by unanimous vote, rescind any action to dissolve the association within one (1) year of such action and call for a reorganization meeting.

Section 2 Upon a successful vote to dissolve the association, all funds held in its treasury and in all its accounts shall be frozen except for payment to creditors as of that date, and shall be turned over in-full to the Phi Theta Kappa Headquarters within thirty (30) days of the final dissolution of the association.