



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

Regional & Community  
Alumni Association  
Chartering Packet

## **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 exceptional 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 Community & Regional Alumni Associations**

The focus of the regional & community alumni association is to strengthen area two-year college chapter (active) members and their advisors through support and resources necessary to improve and increase opportunities for participation in Society programs. Working collectively, alumni association members serve to enhance the Phi Theta Kappa membership experience within a broader spectrum than a college campus.

Membership and activity may target a single community college district, metropolitan area, state or Phi Theta Kappa region. By providing support to the active chapters, advisors, region and/or coordinator, the alumni association ensures greater opportunities for scholarship, leadership, service and fellowship. In turn, the alumni member continues to experience the fellowship of working with others who have shared in the Phi Theta Kappa experience. Together they ensure a bright future for a new generation of scholars and leaders.

## 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. -

## Alumni Association Membership

The membership of the alumni association is primarily drawn from those Phi Theta Kappa alumni who have some tie to the region or community. Thus, they have a vested interest in the success of the association in reaching its goals. Members may be drawn from all Phi Theta Kappans inducted into an active chapter within the region and/or from all Phi Theta Kappa alumni currently residing within the boundaries of the region.

## 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.

## Organizing an 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.
- 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 the 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 Community-Oriented Alumni Associations.* In order to ensure effective communication and continuity, we suggest the advisor of the local active chapter of Phi Theta Kappa serve as an alumni advisor. If this is not possible, we recommend the campus Director of Alumni Affairs or Foundation serve as the advisor of the alumni association. Another possibility is a Phi Theta Kappa alumni with the maturity and dependability to handle the awesome responsibilities of this position. Such an alumnus, known as an alumni facilitator, must be appointed by the two-year college administration. Another advisor or facilitator may be selected to provide assistance with the alumni association.

*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 or may be selected from any department of the campus. Ideally, this second advisor's schedule would allow them 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 might be surprised to learn of the number of Phi Theta Kappa alumni serving in faculty and staff position 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 the 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***

*For Regional Alumni Associations* Identifying prospective members for a regional alumni association seems almost overwhelming. The following suggestions may prove this task to be a very rewarding experience.

- The best place to begin is with the local chapter advisor(s). The Phi Theta Kappa Headquarters staff suggests a two-year chapter advisor, minimally, serve as [co-advisor] to the alumni association. By working as a liaison with his or her fellow advisors, the alumni advisor would have access to these potential alumni association members.
- Place an advertisement in the local community newspapers announcing your plans to establish an alumni association. List a contact person and state how this person may be reached.
- Attend active chapter meetings and distribute alumni association information to interested members who are planning to remain in the community.
- Co-host inductions and banquets with active chapters. While doing so, identify potential members.

- Utilize the alumni association on two-year college campuses to identify former students and former members. Contact may be established with the Director of Alumni Affairs in order to obtain names and addresses of former members. Also, don't forget to ask the Registrar's Office if they might be able to help you identify former members of Phi Theta Kappa.
- Set up a table during commencement practices on two-year college campuses to let graduating members know of your efforts in establishing a Phi Theta Kappa alumni association. Or you might want to consider hosting a breakfast or reception for graduating Phi Theta Kappans.
- Host a regional fellowship event. While doing so, identify potential members.
- Host a function during a regional meeting. While doing so, identify potential members.
- Set up an information table during a regional meeting to distribute information on your association.
- Submit membership articles or advertisements to the local chapter newsletters and the regional newsletter.
- Request Membership Search from Headquarters (*See Member Search Request Form*)

### ***Choosing an Alumni Association Name***

Previously, all alumni association 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". Other possibilities include the "Omega Omicron Alumni Association" which would serve the Omega Omicron Chapter of Phi Theta Kappa at Cleveland State Community College, or the Texas Tech Alumni Association of Phi Theta Kappa, which would be located at Texas Tech University. 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. Region-based alumni associations are traditionally named "... Region Alumni Association of Phi Theta Kappa."

### ***Establishing Goals and Objectives***

When organizing your alumni association it is vital to decide up front why your association is being created. First, carefully review the "Purpose of Phi Theta Kappa," "Purpose of Alumni" and "Focus for Alumni Associations." Determine what specific goals you wish to set to fulfill this purpose and focus. Objectives are general in nature while your 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 just 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 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 down the road. From here you may even 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. 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 climate and the institution you serves.

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 which 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***

*Official Recognition for a Regional Alumni Association is given by the Phi Theta Kappa Region so disregard this section.*

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***

After the mission and purpose of the alumni association have been reviewed and 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 Alumni Association Charter Petition must be signed by the host institution's Chief Executive Officer (CEO). *In the case of a Regional Alumni Association that CEO is the Regional Coordinator.*

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.

### ***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 and may be modified to suit your association's needs. A sample ceremony is included below. 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.

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 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 may sign the association's notebook and receive their alumni association charter member certificate.

### **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 so 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 master of ceremonies. "Emcee" 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. Speaker could be the host institution's president, dean or a faculty member addressing the current year's Honors Study Topic.
- Chartering ceremony begins. (Refer to Installation Ceremony Sheet)
- After completing the pledge of membership:
  - Charter member's name is announced
  - Charter member steps to the induction table, signs association notebook, signs charter and lights blue candle
  - Charter member receives alumni certificate (if fees-paying 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 reception honoring charter alumni members and officers

**Phi Theta Kappa  
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***Member Search Request***

Individual requesting list \_\_\_\_\_

Alumni Association \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please send information in the following format:

- Hardcopy Print-out       Merge List on Disk

Please Send (*Check all that apply*):

- Names       Addresses       Phone Numbers       Chapter  
 College       Induction Date       Anticipated Graduation Date

Search Criteria (*Check all that apply*):

- Members inducted into Chapter \_\_\_\_\_
- Members inducted into Chapters located in: \_\_\_\_\_  
State(s) and/or Province(s)
- Members residing in: \_\_\_\_\_  
State(s) and/or Province(s)
- Members inducted between (*date range*): \_\_\_\_\_

**Intended use for this information statement:**

*I certify this information will be used to fulfill the purpose of Phi Theta Kappa. It will not be used for personal gain or profit.*

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phi Theta Kappa  
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*Alumni Association Charter Petition*

Community College-Oriented       Regional       Senior Institution-Oriented

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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 Affairs  
P.O. Box 13729  
Jackson MS 39236-3729*

**Phi Theta Kappa  
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*Alumni Association Information Form*

Community College-Oriented       Regional       Senior Institution-Oriented

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Name of Alumni Association \_\_\_\_\_

Association President \_\_\_\_\_

Presidents' Primary Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

President's E-Mail Address \_\_\_\_\_

President's FAX Number \_\_\_\_\_

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Alumni Association's Web Address \_\_\_\_\_

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**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 Affairs  
P.O. Box 13729  
Jackson MS 39236-3729*

**Phi Theta Kappa  
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*Alumni Association Chartering Information*

Community College-Oriented       Regional       Senior Institution-Oriented

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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 Affairs  
P.O. Box 13729  
Jackson MS 39236-3729*

**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

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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:

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P.O. Box 13729  
Jackson MS 39236-3729*



**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 \_\_\_\_\_

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

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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

*Phi Theta Kappa  
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of the Two-Year Colleges*

*Alumni Association Charter Check List*

Your request for a charter cannot be completed without each of the following items:

- Alumni Association Charter Petition
- Alumni Association Chartering Information Sheet
- Alumni Association Advisor Form
- Alumni Association Information Sheet
- Alumni Association Membership Reporting Form
- Alumni Association By-Laws
- Alumni Association Goals and Objectives
- Alumni Association Charter Fee of \$200.00

Send the above items to:

*Phi Theta Kappa Society  
ATTN: Alumni Affairs  
1625 Eastover Drive  
Jackson, MS 39211-6431*

Please allow a minimum of two weeks to process your charter materials.