PTK Catalyst 2017, Phi Theta Kappa’s Annual Convention, will be held April 6-8 at the Gaylord Opryland Resort and Convention Center in Nashville, Tennessee. Five International Officers will be elected during the Convention:

• International President
• Division I Vice President
• Division II Vice President
• Division III Vice President
• Division IV Vice President

Each of the 10 candidate finalists will receive a $500 International Officer Finalist Award, generously provided by the Oberndorf Family Foundation.

Phi Theta Kappa Headquarters provides International Officers with the following benefits:

• Travel/accommodation expenses for all Headquarters-approved travel to regional conferences, Honors Institute, Annual Convention and other conferences
• ONE complimentary Annual Convention registration for one guest
• Tuition scholarship to participate in Honors Institute (approximately $1,000)
• Travel/accommodation expenses to participate in three orientations held at the Center for Excellence in Jackson, MS. Orientations are typically held in May, August, and January.
• $700 to help cover personal, Officer-related expenses (Internet access, clothes, dry cleaning, childcare while traveling, etc.) during the fall term (upon successful completion of the first orientation)
• $700 to help cover personal, Officer-related expenses (Internet access, clothes, dry cleaning, childcare while traveling, etc.) during the spring term (upon successful completion of the third orientation)
• Phi Theta Kappa custom postcards
• A $450 technology allowance
• $2,000 scholarship and the International Officer pearl-accented lapel pin upon successful completion of term in office

I have read and understand the international officer introduction information.

IMPORTANT INFORMATION

Any prospective candidate who does not complete the application in its entirety or adhere to the guidelines set forth may not be permitted to continue in the election process or may be disqualified from the International Officer election.

Completed candidate applications must be RECEIVED at Headquarters by 5 pm CT on Wednesday, February 22, 2017. Late or incomplete applications will not be accepted.

• A current, official college transcript is required by the application deadline, Wednesday, February 22, 2017. Registrar’s offices may require 2-3 weeks to complete this request, so plan accordingly to meet the application deadline.
• Candidates should plan to arrive in Nashville, Tennessee, no later than 1:00 pm on Wednesday, April 5, 2017. Campaign events will be held at the Gaylord Opryland Resort and Convention Center beginning with the Campaign Booth Set-Up from 1:00-3:00 pm on Wednesday.
• The MANDATORY Candidate Orientation will take place 3:30-5:00 pm on Wednesday, April 5, 2017. Each candidate may have one campaign manager and one chapter advisor also attend this meeting.
• The newly-elected International Officers will meet Saturday evening, April 8, immediately following the Awards Gala. Therefore, candidates should not plan to leave Nashville, Tennessee until Sunday, April 9.

Questions? Contact Onjalai Flake, Associate Director of Regional and Chapter Development – Division I and International Officer Candidate Coordinator, at onjalai.flake@ptk.org or 601.987.5740 OR Cassie Mendrop, Executive Assistant, Special Initiatives Coordinator and International Officer Coordinator, at cassie.mendrop@ptk.org or 601.984.3518.
Phi Theta Kappa is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited. Complaints or concerns should be addressed to the Society's compliance officer, Saralyn Quinn at saralyn.quinn@ptk.org.

Membership eligibility is determined by the local chapter in accordance with membership criteria established by the Phi Theta Kappa Constitution and Bylaws.

INTERNATIONAL OFFICER TENTATIVE CALENDAR

Throughout term, participate in weekly International Officer Team videoconferences

April 6-8, 2017
Annual Convention/International Officer Election – Nashville, Tennessee.

April/May 2017
Convention Follow-Up Assignments, Public Relations Tasks (photos, bio) and study International Officer Manual

May 2017
1st International Officer Orientation – Jackson, MS; Overview of Phi Theta Kappa's History, Mission, Structure and Priorities; Teambuilding and Leadership Exercises; Public Speaking and Writing Workshops; Submit official transcript for Spring 2017 term to Headquarters

June 4-10, 2017
Honors Institute at Loyola University at Chicago – Preside at General Sessions and Participate in Seminar Groups

Summer 2017
Finalize International Officer goals

August 2017
2nd International Officer Orientation – Jackson, MS; Deliver Speech (topic TBD) to HQ Staff; Prepare for Fall Regional Meeting HQ Updates & Other Presentations; Present International Officer goals to Executive Leadership

September – November 2017
Participate in regular videoconference calls, respond to members’ questions/comments, communicate via Society’s social media outlets, publicize goals, travel to regional meetings (generally 2 weekend trips)

January 2018
Submit official transcript for Fall 2017 Term to Headquarters; 3rd International Officer Orientation – Jackson, MS; Prepare for Winter/Spring Regional Meeting HQ Updates and Other Presentations; Host Live Chat with members interested in running for International Office; Prepare for presiding at the Annual Convention in April

February – March 2018
Participate in regular videoconference calls, respond to members’ questions/comments, communicate via Society’s social media outlets, publicize goals, and travel to regional meetings (generally 2 weekend trips)

April 16-22, 2018
Annual Convention, Kansas City Convention Center, Kansas City, Missouri (7 days) – International Officers should arrive by Monday, April 16, 2018. Preside at General Sessions and other duties as assigned by HQ Staff

GENERAL CAMPAIGN RULES

A Phi Theta Kappa member may be a candidate for International Office only once (as stated in Chapter I, Section 2B of the Society’s International Constitution and Bylaws).

The campaign for International Office is intended to be an enjoyable, educational and rewarding experience for every candidate. The following rules have been established to ensure this. Any violation may result in a candidate being disqualified from the campaign. Violations should be reported immediately to Onjalai Flake, Cassie Mendrop or to another Headquarters staff representative.

PRIOR TO THE ANNUAL CONVENTION

1. Although it is not a Headquarters requirement, candidates may appoint a campaign manager to assist them in preparing for the International Officer Campaign. If one is appointed, he/she must be a provisional or active member of Phi Theta Kappa (enrolled in a two-year college). A member may only serve once as a campaign manager. An alumni member or former International Officer may not serve in this leadership position; however, alumni and former International Officers may support the candidate as a member of the campaign team.

2. Chapter advisors may serve on a candidate’s campaign team. However, Regional Coordinators and Associate Regional Coordinators are STRONGLY DISCOURAGED from serving on a campaign team.
3. Mass communication about a member’s candidacy prior to the Annual Convention is STRONGLY DISCOURAGED in order to maintain as much equity, objectivity and fairness in the campaign as possible and to keep campaign costs to a minimum. While it is not encouraged, candidates (or any representatives of the candidate) may distribute any campaign materials, letters, email messages, etc. prior to the Annual Convention. Further information on social media etiquette will be sent to each prospective candidate to help guide electronic communications about candidacy. Although Headquarters does not monitor pre-Convention campaigning, candidates are cautioned to keep campaign costs to a minimum.

**Why is pre-Convention campaigning discouraged instead of banned by Headquarters?** The Internet has made it impossible to enforce a rule that prohibits pre-Convention campaigning. Society constituents are generally NOT appreciative of campaigning prior to Convention, so it is in your best interest to restrict campaigning to the Annual Convention.

4. Regional primaries are prohibited. If a region has more than one candidate seeking the same International Office, the region may not hold a contest to determine which one will proceed to the Annual Convention.

5. Regions are allowed to feature information about International Officer candidate(s) on their website and/or in their newsletter. Candidates for International Office may give a brief speech at their regional convention as long as each candidate from the region is given equal time.

6. Any member considering a campaign for International Officer is STRONGLY DISCOURAGED from attending regional meetings outside his/her region. Traveling to other regions can be costly, and it is Headquarters’ intention to prevent the campaign from becoming cost-prohibitive. Any candidate applicant who attends another region’s meeting may NOT be introduced as a candidate and may NOT give a presentation or speech.

7. Headquarters will send each candidate applicant a list of all candidate applicants’ names and email addresses by Friday, March 10, 2017. The current International Officers may set up a Facebook page exclusively for 2017-18 International Officer Candidates. Candidates may correspond with one another prior to the Annual Convention. However, candidates are cautioned to keep communications to a minimum out of respect for all candidates during this very busy time. DO NOT add candidates to a mailing list without their permission.

8. In late March 2017, Phi Theta Kappa Headquarters will post photos of each candidate applicant on the official Phi Theta Kappa Convention website at ptk.org/Events/AnnualConvention.

9. Candidates for International Office may NOT serve as Convention Flag Bearers during the Convention’s Opening Ceremonies. Candidates are also NOT allowed to serve as Educational Forum or Academy presenters at the Annual Convention or perform on stage in a solo or small-group performance. However, candidates who are outgoing or incoming Regional Officers may participate with their fellow regional leaders in the Convention’s Opening Ceremonies.

10. Phi Theta Kappa reserves the right to extend the application deadline if a race is uncontested.

11. Candidates may NOT switch offices after the application deadline unless a race is uncontested.

**FUNDING GUIDELINES**

Phi Theta Kappa attempts to provide a level playing field in terms of available resources so that any member, regardless of the resources and/or size of the chapter or college, has a fair and equitable opportunity to pursue International Office. Data indicates the amount of spending on campaigns is not a predictor of success; in fact, conspicuous spending has been viewed negatively by voting delegates.

Candidates may seek funds to pay for travel, accommodations and promotional materials (according to campaign guidelines). Campaign supporters may be discreetly listed in campaign materials.

Note: Candidates may NOT seek or receive funding from financial partners of Phi Theta Kappa, including but not limited to four-year colleges/universities and the Society’s corporate partners.

**Potential Campaign Expenses**

- Design and printing of campaign information piece
- Campaign booth materials
- Shipping copies of information piece and campaign booth materials to the Annual Convention
- Travel, registration fee, food and hotel accommodations for Convention
- Candidate’s business attire for campaign events
- Campaign costumes (optional)

**Ideas for Financial Support**

- Meet with your college president or other appropriate administrator to discuss the opportunity of seeking International Office. It is very important that the college administration understand the significance of the position you are seeking.
- Your college’s public relations office may offer to design your campaign piece and/or have it printed at a discounted rate.
- Many chapters sponsor fundraisers to assist the candidate in traveling to the Annual Convention and/or purchasing other campaign-related items.
- A Phi Theta Kappa Region may also provide financial support to candidates in their region as long as the funds are equally distributed if there is more than one candidate.
Phi Theta Kappa does NOT require college administrations to provide financial support of a candidate for International Office nor for an International Officer. However, many colleges recognize the tremendous public relations asset of having an International Officer represent their college internationally and have provided support to assist them in fulfilling their duties of office. Some ways colleges have supported their International Officers include

- providing office space on campus with a desk and Internet access;
- providing mail and copying resources;
- publicizing the International Officer’s position to campus and community media.

GUIDELINES FOR CANDIDATE CAMPAIGN MATERIALS

1. Candidates may distribute only ONE information piece to voting delegates at the Annual Convention. No other items may be distributed (including theme-oriented pieces such as buttons, edible items, rulers, pencils, key chains, stamps, etc.).
   - The piece may be a brochure, newsletter or flier of any size. It CANNOT be printed on envelopes, folders, stickers, fans, bookmarks, bags, etc. It must be an information piece only with no other function.
   - The item should contain the candidate’s name, office he/she is seeking and information about the candidate (e.g., his/her qualifications for International Office, awards received, chapter/regional offices held, etc.).
   - Please use recycled paper for printed matter if possible.

2. Each candidate is required to provide a sketch or rough draft of his/her distributable information piece for approval along with the Candidate Application Packet by Wednesday, February 22, 2017. A final draft of the information piece must be submitted for final approval no later than Friday, March 10, 2017.

3. DO NOT print mass quantities of your campaign information piece until you have received FINAL approval from Headquarters via email.

4. Candidates are prohibited from using quotations or statements of endorsement from Phi Theta Kappa Headquarters staff members, current International Officers, Regional Coordinators, the Board of Directors or Alumni Advisory Council representatives in their campaign materials, including their campaign booth in the Marketplace.
   - Candidates may NOT use photos or images of the Center for Excellence, Headquarters staff members, current International Officers, the Board of Directors or Alumni Advisory Council representatives in any of their campaign materials, including the campaign booth.
   - Photos of Regional Coordinators are acceptable.

5. DO NOT use any copyrighted images or slogans based on, or parodies of, commercial advertising in your campaign materials. Original materials should be used primarily, although you may adapt well-known adages or quotes to fit your campaign.
   - The Phi Theta Kappa Convention logo is also copyrighted and cannot be used by candidates in any campaign materials.
   - Candidates may use the Phi Theta Kappa Key, Crest and Seal on printed/paper materials, but not on any wearables (t-shirts, etc.).
   - The print-quality images can be found at http://www.ptk.org/About/AboutPhiThetaKappa/Media/UsageGuide.aspx

6. The information piece may only be distributed INSIDE the Marketplace when the candidate booth is staffed. When the campaign booth is not staffed, the campaign information piece SHOULD NOT be left in a stack that may be picked up by delegates; the information piece must be secured to the table if left on display while the booth is not staffed.
   - Approximately 800 copies of the campaign information piece should be sufficient.
   - Candidates and/or campaign workers may NOT distribute materials OUTSIDE the Marketplace at any time.
   - During the Candidate Finalists Conversations event on Friday, campaign material may be distributed ONLY from the candidate's table inside the Marketplace with the campaign manager and candidate.

7. No campaign promotional materials may be posted on hotel or convention center property (walls, doors, ceilings, pillars, windows, light poles, etc.). This policy is strictly enforced to reduce the possibility of liability ramifications resulting from damage to hotel/convention center property.
   - This policy includes the restriction of ALL types of wall posters, since these would greatly detract from the aesthetic appearance of the hotel and convention center.
   - All campaign teams should pick up their brochures accidentally left behind by members.

8. T-shirts and/or campaign costumes worn by the candidate and/or campaign workers are acceptable.
   - No more than 20 campaign workers may wear campaign costumes. This includes campaign buttons, decals, t-shirts, hats, etc.
   - Campaign workers may begin to wear costumes upon arrival at Convention.

CANDIDATE CAMPAIGN BOOTH

Each candidate will be given one table to serve as the campaign booth. Campaign booth setup is from 1:00-3:00 pm on Wednesday, April 5, 2017, in the PTK Catalyst Marketplace.
A typical table is six feet long, 30 inches high and 24 inches deep. Headquarters will also supply one tablecloth; the candidate must provide all other supplies.

1. Candidates may add any booth decorations in good taste, and decoration of the campaign booth is left to the imagination and discretion of the candidates. Campaign booths need not be elaborate.
   • The table height is 30 inches.
   • The depth of the booth cannot exceed six feet.
   • Balloons are NOT allowed.
   • Candidates may bring corkboards, easels or other surfaces on which they can post campaign materials behind his/her booth. Displays behind the booth may not be higher than eight feet tall.

2. Due to rigid union regulations and fire codes, table spaces will not be equipped with electrical outlets. Candidates are prohibited from using electrically or battery-operated devices in their campaign table spaces.
   • It is acceptable for battery-operated devices to be used as part of the campaign costume, as long as it does not create excessive noise.

3. Booth spaces will be assigned alphabetically by last name within offices sought (i.e., all presidential candidate booths will be located in the same section. A presidential candidate whose last name begins with “A” would be assigned the first space in the row of presidential candidate booths, and so forth.). In previous years, candidates have been successful regardless of their booth location.

4. Candidates and their campaign teams must respect the booth spaces of other candidates. Do not campaign in front of other candidates’ booths.

5. Candidates may NOT offer any form of “door prizes” or food items at their campaign tables. Only one pre-approved distributable information piece may be given away.

6. To avoid overcrowding, candidates and campaign team members are not allowed to campaign at the entrances to the Marketplace.

7. Candidates are responsible for removing decorations and materials from their campaign tables and for cleaning their assigned table spaces.
   • All candidates’ booth spaces must be cleared by Noon Saturday, April 8.
   • The provided easel and profile information board are the property of Phi Theta Kappa and MUST remain at the booth.

LIVE CANDIDATE CAUCUS
As another opportunity for voting delegates to get to know the candidates, all Candidates are required to participate in the Candidate Caucus tentatively scheduled from 3:00-5:00 pm on Thursday, April 6, at the Gaylord Opryland. Candidates must report thirty minutes prior for check-in and final instructions.

1. All chapter voting delegates attending PTK Catalyst 2017 are invited to attend the Candidate Caucus. Other Convention attendees may attend if space is available.

2. Each candidate will participate in a brief interview on stage with question(s) posed by a Phi Theta Kappa-Appointed Moderator. The interview timeframe for each candidate will be determined by the total number of candidates seeking International Office at PTK Catalyst 2017. Most likely, candidates will be given approximately 2-5 minutes.

3. Phi Theta Kappa constituents will be given an opportunity to submit candidate questions for consideration PRIOR TO PTK Catalyst 2017. Headquarters Staff and the Moderator will determine final questions. Questions will NOT be revealed to candidates prior to the Caucus.

4. Candidates are not allowed to have props or notes during the Caucus.

5. Candidates should dress in professional business attire for the Caucus. Don’t forget your Golden Key membership pin and Five Star Member pin, if applicable.

ELECTION PROCESS
One voting delegate will be appointed to represent each chapter in attendance at the Annual Convention. Each voting delegate will be entitled to one vote in each of the five officer elections. Thus, all voting delegates may vote in all five elections.

Chapter Voting Delegates will receive a voting password at Convention to access online voting during designated polling times. Voting delegates may access the online polls using their personal laptops, tablets, WIFI-enabled cellphones, etc. However, for those voting delegates that need access to a computer, one will be provided at the Convention during a designated time.
Polling begins at 10 pm Thursday, April 6, and ends at 8 am Friday, April 7. The top two candidates in each race are announced at the Second General Session Friday morning, and the run-off election begins Friday afternoon after the Third General Session.

Only active members of active chapters may serve as voting delegates. Neither alumni members nor chapter advisors may serve as a voting delegate for the chapter.

A candidate may serve as a Chapter Voting Delegate if the candidate is the ONLY member representative of his/her chapter at the Convention.

The polling process is monitored by at least one non-partisan Society constituent (e.g., an alumnus) AND at least one person who is NOT affiliated with Phi Theta Kappa.

Candidate Finalists are required to campaign a final time on Friday, April 7, at their campaign booths in the Marketplace. This will provide a final one-on-one campaign opportunity. Only the candidate finalist and his/her campaign manager may be stationed at the booth.

CANDIDATE SPEECH GUIDELINES

1. The top 10 candidates from the Primary Election Polling (two from each officer race) shall become finalists and will present speeches on the 2016-17 Honors Study Topic, How the World Works: Global Perspectives. Candidates will deliver a speech that answers the question, “What do changing global classifications of beauty and vulgarity convey about how the world works?” The candidate finalists’ speeches will be presented during the Third General Session on Friday, April 7.

2. This speech MUST NOT be presented as a “campaign speech.” The speech must address the Honors Study Topic as described in the rubric below. When preparing their Honors Study Topic speeches, candidates should refer to the Honors Program Guide.

3. At least three academic, peer-reviewed sources must be used in researching/writing the speech. Use APA or MLA format for citations.

4. It is expected the content of the speech will be the work of the candidate; however, each candidate is encouraged to seek assistance from fellow members, advisors and instructors in preparing for the Honors Study Topic speech.

5. All Honors Study Topic speeches are limited to THREE minutes and are strictly timed; time begins with the candidate’s first utterance. After two minutes and 30 seconds, a candidate will be given a signal that only 30 seconds remain. Candidates will not be allowed to continue after three minutes. Candidates should remember to allow for audience reactions (applause, laughter, etc.) when practicing the timing of their speeches.

6. Props are allowed on stage; however, additional audio/visual equipment such as PowerPoint, videos or sound equipment is prohibited. A microphone and podium will be provided.

7. Speeches begin with Division I Vice Presidential candidates and conclude with International Presidential candidates.

8. Candidates must submit a written copy of their Honors Study Topic speech to Onjalai Flake by email (Microsoft Word attachment) at onjalai.flake@ptk.org by March 10, 2017. Address the specific question “What do changing global classifications of beauty and vulgarity convey about how the world works?” from the “How the World Works: Global Perspectives” Honors Study Topic and properly cite references using APA or MLA format.

9. Candidates are encouraged to have an instructor, advisor or other individual familiar with the Society’s Honors Study Topic/Honors Program Guide evaluate their speech based on the Honors Study Topic Speech Rubric below. This rubric will be posted on the PTK Catalyst website and shared with all Voting Delegates.
<table>
<thead>
<tr>
<th>CRITERIA FOR EVALUATION</th>
<th>RATING = 4 (EXEMPLARY)</th>
<th>RATING = 3 (PROFICIENT)</th>
<th>RATING = 2 (MARGINAL)</th>
<th>RATING = 1 (UNACCEPTABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Study Topic-Centric</td>
<td>Without question, the speech directly addresses a theme of the current Honors Study Topic.</td>
<td>Speech articulates a theme of the Honors Study Topic.</td>
<td>The Honors Study Topic is mentioned in name only.</td>
<td>No mention and no tie-in to the current Honors Study Topic.</td>
</tr>
<tr>
<td>Research-Based</td>
<td>Without question, there is strong evidence of meaningful research that informed the speech. Clearly articulates a theme of the Honors Study Topic. References are all peer-reviewed academic sources.</td>
<td>Some evidence of research related to the Honors Study Topic theme. At least three citations are peer-reviewed academic sources.</td>
<td>Speech is general in nature; cursory research at best of Honors Study Topic theme. Mainly conveys personal narrative/opinion.</td>
<td>Speech shows no evidence of research that relates to the Honors Study Topic. Only personal narrative/opinion.</td>
</tr>
<tr>
<td>Depth &amp; Accuracy of Content</td>
<td>Speaker provides an accurate and complete explanation of key concepts. Applications of topic are included to illustrate issues. Listeners gain insights.</td>
<td>For the most part, explanations of concepts are accurate and complete. Some helpful applications are included. Listeners gain some insights from the presentation.</td>
<td>Explanations of concepts are inaccurate or incomplete. Little attempt is made to tie topic to practice. Listeners gain little from the presentation.</td>
<td>Speaker is incompetent in his/her explanations of concepts presented. There is no attempt to tie topic to practice. Listeners gain no new insights.</td>
</tr>
<tr>
<td>Use of Language: Grammar &amp; Word Choice</td>
<td>Sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning.</td>
<td>For the most part, sentences are complete and grammatical, and they flow together easily. With a few exceptions, words are chosen for their precise meaning.</td>
<td>Listeners can follow the presentation, but some grammatical errors and use of slang are evident. Some sentences are incomplete or halting, and/or vocabulary is somewhat limited or inappropriate.</td>
<td>Listeners are so distracted by the presenter’s apparent difficulty with grammar and appropriate vocabulary that they cannot focus on the ideas presented.</td>
</tr>
</tbody>
</table>

INTERNATIONAL OFFICER RESPONSIBILITIES

To serve as an International Officer is a privilege and an honor. With this honor comes serious responsibilities which warrant careful consideration.

Five International Officers are elected each year during the Annual Convention. These officers then serve to represent more than 200,000 active members in approximately 1,285 active chapters in all 50 states, Canada, Germany, British Virgin Islands, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, United Arab Emirates, Peru, U.S. territories and military installations abroad.

The candidate is expected to discuss with family members, chapter members, chapter advisor(s), and job supervisors the time and support needed to fulfill the responsibilities of the position.

If elected, International Officers are required to relinquish chapter and/or regional officer positions.

The 2017-18 International Officers will be required to:

1. Attend the International Officer Orientations in Jackson, Mississippi, in May and August 2017; Honors Institute at Loyola University in Chicago, IL, June 5-10, 2017; Winter Orientation-January 2018; 100th Annual Convention in Kansas City, Missouri, April 19-21, 2018.
2. Serve as host and facilitator of programs at the 2017 Honors Institute and 2018 Annual Convention under the direction of the Headquarters staff. The International President will deliver a speech at the Annual Convention.

3. Prepare an individual biography due at Headquarters within two weeks of your election at the Convention.

4. Prepare a Phi Theta Kappa-specific speech for use at inductions, charter ceremonies, regional meetings, local civic clubs and campus meetings, etc. All speech manuscripts must be submitted to Headquarters by a deadline to be determined.

5. Obtain the approval of Phi Theta Kappa to attend chapter inductions, regional meetings, and other meetings when invited to serve as an official representative of Phi Theta Kappa.

6. Be prepared to travel to various regional meetings and serve in the following roles: Keynote speaker, master of ceremonies, workshop leader, invocator and Society ambassador.

7. Submit formal reports to Headquarters within three days after attending Society regional meetings.

8. Work with Headquarters staff to determine the International Officer Team Goals and execute goals while in office. Goals must align with the Society’s mission and strategic priorities.

9. Contribute upon request to Society communications/newsletters.

10. One International Officer is selected from the group to serve a one-year term on the Board of Directors.

11. Correspond with chapters located in the International Officer’s division.

12. Communicate closely with the Society’s Headquarters Staff, Regional Coordinators, Regional Officers and fellow International Officers.

13. Participate in weekly scheduled conference calls with the Headquarters Staff.

14. Participate in local chapter activities as an active member of an active chapter.

15. Submit certified transcripts to Headquarters following completion of each academic term to verify maintenance of eligibility requirements.

16. Draft letters of correspondence to members, advisors and coordinators, upon request of Headquarters Staff.

17. Uphold the standards of membership and support the principles, ideals and programs of the Society.

HONOR CODE FOR INTERNATIONAL OFFICERS
As an International Officer...

- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, and the Society.
- I place as a priority continued academic excellence.
- I am committed to maintaining an environment which recognizes the dignity of each individual member and encourages appreciation of diverse backgrounds, opinions and goals in life.
- I am committed to honesty and integrity in personal, social and academic endeavors.
- I recognize that a successful Executive Committee requires a team effort, and I pledge to work together to promote the Society’s Mission.
- I will work with the Society’s leaders in the same spirit of cooperation I display in my dealings with others.
- I will respond promptly, courteously and positively to the concerns and requests of the Society’s constituents.
- I will fulfill my responsibilities in an effective, efficient and timely manner.
- I will conduct myself in a manner which is respectful of others and worthy of respect from others. I will dress appropriately for any and all occasions.
- I will not engage in any conduct which may bring shame or disrepute to myself or diminish the reputation of Phi Theta Kappa.
- I will not engage in any illegal activity or violate any stated policies of the Society.
- I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions. I will not use or possess nor tolerate the use or possession of controlled substances.

PROFESSIONAL GUIDELINES FOR INTERNATIONAL OFFICERS

- International Officers must be active participants in their local chapter activities.
- International Officers must not send mass mailings via e-mail or postal mail without consultation and approval from their Headquarters contact.
- International Officers must not initiate or commit the Society to programs or projects without prior consultation and approval from their Headquarters contact.
• International Officers’ Headquarters contact will approve and confirm Officers’ airline and hotel reservations to Society-related events. Once the Officers’ travel is confirmed, Officers must not change travel arrangements except in cases of emergency, and then only at the approval of their Headquarters contact.

• International Officers must include their Headquarters contact in all conference calls in which all Officers are participating in order to promote a climate for effective and open communication.

• International Officers must submit all Regional Meeting Reports and Expense Reports to the Headquarters contact no more than three days after returning from a Society event.

• International Officers must send their Headquarters contact courtesy copies of all official correspondence e-mailed or postal mailed to regional officers, regional coordinators and other Society constituents.

• International Officers must not solicit invitations to attend Society-related events.

• International Officers must direct all invitations to attend chapter or regional events to their Headquarters contact. Officers must not accept invitations to attend Society-related events without prior consultation and approval from their Headquarters contact.

• International Officers must not schedule meetings or activities with Phi Theta Kappa chapters or regions without advance consultation with their Headquarters contact. Headquarters establishes each Officer’s participation in Society-related events. Officers must not attend Society-related events that Headquarters has not assigned and/or approved for them to attend, even if the Officer is willing to cover expenses associated with attending the events.

• International Officers must not rely on their advisor, secretary or relatives to correspond with Headquarters. Officers are responsible for personally fulfilling all responsibilities. International Officers must personally complete their Regional Meeting Reports, Regional Expense Reports and all other assignments.

• International Officers must plan ahead for speaking engagements and should not request that Headquarters staff ship materials and supplies to them for overnight or rush delivery.

• International Officers must understand that policies and procedures regarding Officers vary from year to year depending on the Society’s budget, resources and priorities. Privileges, requirements or responsibilities of previous International Officers may not necessarily be applicable to the current International Officers.

2017 INTERNATIONAL OFFICER CANDIDATE TENTATIVE CAMPAIGN SCHEDULE

The tentative schedule is designed to provide candidates with information about all campaign-related events. Candidates will receive an updated schedule, which will include meeting room locations, prior to the Convention. Scheduled times and locations are subject to change. However, ALL CANDIDATES SHOULD PLAN TO ARRIVE AT CONVENTION NO LATER THAN 1:00 PM APRIL 5, 2017 AND DEPART NO EARLIER THAN SUNDAY, APRIL 9, 2017.

The 2017 Phi Theta Kappa International Officer Candidates are required to attend the following events during the 99th Annual Convention in Nashville, Tennessee.

(All times subject to change)

Wednesday, April 5, 2017

1:00 pm – 3:00 pm  Candidate Booth Set-Up in Convention Marketplace
(Any registered Convention attendee may help with campaign booth set-up)

3:30 pm – 5:00 pm  Candidate Orientation (Candidates, Campaign Managers and Chapter Advisors Only) Candidates arriving late for the orientation may be disqualified. Candidates will not be officially certified until they have attended the orientation meeting in its entirety. Due to space limitations, only one campaign manager and one chapter advisor per candidate may attend.

5:00 pm – 6:00 pm  Candidate Dinner (Candidates Only)

Thursday, April 6, 2017

11:30 am – 12:15 pm  Candidate Rehearsal Session and Orlowski Candidate Award Balloting
All candidates will meet at the General Session Stage Area to rehearse their participation for the Candidate Tribute and Candidate Finalists Speeches to be held during the General Sessions on Friday. Please note that candidates will NOT have time to rehearse their speeches on stage at any point during the Convention. After the rehearsal, candidates will vote for the Steve Orlowski Candidate Award, a $1,500 stipend presented annually to an International Officer Candidate who best reflects the ideals of the Society during the campaign. The award honors the memory of 1986-87 North Central Vice President Steve Orlowski, Theta Omega Chapter, Wilbur Wright College, Chicago, Illinois.

2:30 pm – 5:00 pm  Live Candidate Caucus
See more details under Candidate Caucus Rules.
6:30 pm – 7:30 pm Regional Meetings
Each candidate is encouraged to attend his/her region’s meeting.

8:00 pm – 9:30 pm First General Session
All candidates must attend all General Sessions during the Convention. Candidates may sit in their region’s reserved seating during the General Sessions, unless otherwise noted.

9:30 pm – 11:00 pm Political Rally/Marketplace Grand Opening
This Grand Opening event in the Marketplace includes time for voting delegates to visit with candidates during the Political Rally. Each candidate should be present at his or her booth in order to greet those visiting the candidate area. Candidates and campaign workers may also distribute their information piece. Candidates and their campaign team members are required to remain at least 10 feet away from the entrance inside the Marketplace. Campaign information cannot be distributed outside the Marketplace or at the entrance as this blocks traffic flow and leads to overcrowding.

Primary Election Online voting for official Chapter Voting Delegates will be available starting at 10:00 pm on Thursday, April 6 and concluding at 8:00 am on Friday, April 7.

Friday, April 7, 2017
No Campaigning will take place on Friday morning at the booths prior to the General Session. Candidates may attend an Educational Forum of their choosing.

10:00 am – 11:30 am Second General Session
All candidates for International Office will appear on stage during the Second General Session. All candidates must arrive early for this General Session to be seated in reserved seating. (Specific arrival time will be announced later.) One of the highlights of this session is the presentation of ALL the candidates in a tribute onstage. The 10 candidate finalists, the top two candidates in each of the five officer races, will be announced. As with all campaign events, candidates will want to appear confident by speaking and dressing professionally at the Second and Third General Sessions. Business suits, dresses or coats and ties are appropriate attire for this session.

2:30 pm – 4:00 pm Third General Session
All candidate finalists must report backstage (exact time to be determined). Candidate finalists will deliver their three-minute Honors Study Topic Speech. Candidate finalists will each receive the Oberndorf International Officer Finalist Award in the amount of $500.

4:00 pm – 5:00 pm Conversations with candidate finalists in the Marketplace (Candidates and Campaign Managers Only)
candidate finalists are required to campaign a final time in the Marketplace. Only the candidate and the campaign manager may visit with Convention delegates at this time. Candidate finalists may distribute remaining copies of their information piece from their campaign booths.

Final Polling will be available online starting at 4:00 pm Friday, April 7, and concluding at 10:00 am on Saturday, April 8.

Saturday, April 8, 2017
8:00 am – 11:00 am ALL Candidates Dismantle Booths in Marketplace
All candidates’ booths must be completely dismantled during this time on Saturday. Neither Phi Theta Kappa nor the convention center will be responsible for items left in the Marketplace. There will be a checkout sheet to ensure this process runs smoothly.

2:00 pm – 3:30 pm Candidate Finalists Meeting
Procedures for the International Officer Installation at Saturday’s Hallmark Awards Gala will be discussed. All Candidate Finalists must attend this meeting.

5:00 pm – 7:00 pm Hallmark Awards Gala/International Officer Installation
Election results will be announced and the 2017-18 Phi Theta Kappa International Officers will be installed at the conclusion of the Hallmark Awards Gala. In keeping with tradition, the new International President will officially adjourn Convention. The newly elected International Officers, along with the outgoing International Officers, will lead the parade out of the ballroom during the Closing Ceremonies at the end of the event.

7:00 pm – 7:30 pm New International Officer Photos/Outgoing International Officer Recognition
Official photos will be taken of the newly-elected International Officers, and a private ceremony honoring the outgoing International Officers will be held.

7:00 pm – 9:00 pm Newly-Installed 2017-18 International Officers Training and Dinner
Newly-elected International Officers will meet with Headquarters staff to further discuss expectations and professional standards of International Officers as well as receive first assignments. Each newly-elected International Officer is highly encouraged to invite one chapter advisor to attend.
9:00 pm – 10:30 pm  International Officer Candidate Social
Candidates and Campaign Managers are strongly encouraged to attend this private social in order to receive certificates commemorating their experience in the International Officer Campaign. The Orlowski Candidate Award and International Officer Finalists Scholarship Recipients will also be formally recognized. Candidates’ chapter advisors are also invited to attend.

9:00 pm – Midnight  Farewell Dance

SUPPLEMENTAL APPLICATION ITEMS:

Statement of Support
As part of your application for candidacy, you are required to submit a statement of support signed by you, your advisor, and college president. Below is an example of the form required with completed application.

Letters of Recommendation
Candidates are required to have two signed and dated letters of recommendation – 1) a letter from a chapter advisor OR member AND 2) a letter from a non-Society constituent (such as a faculty member, college administrator or community member.) The letters of recommendation should NOT be from a candidate’s family members (parents, children, grandparents, siblings).

The letters should convey more about the candidate, his/her character, and his/her qualifications to serve as an International Officer for Phi Theta Kappa.

Distributable Information Piece
Each candidate is required to provide a sketch, outline or rough draft of his/her distributable information piece along with the Candidate Application Packet due at Headquarters February 22, 2017. A final draft of the information piece must be submitted NO LATER THAN March 10, 2017, to ensure the information piece meets campaign guidelines.

The file must be formatted as a .JPG or .PDF file.
If you are submitting a FINAL draft with the Candidate Application, please indicate that it is your FINAL draft.
Headquarters recommends printing approximately 800 copies of your campaign information piece for distribution at the Annual Convention.

Official College Transcript
Each candidate will need to submit an official college transcript including Fall 2016 grades. We do not currently have the capability to accept transcripts online, so they will have to be RECEIVED BY February 22, 2017 to:

Onjalai Flake
Phi Theta Kappa
1625 Eastover Dr.
Jackson, MS 39211

Since it can take up to 2-3 weeks to process a request for transcripts, candidates should plan accordingly.

Official Candidate Photograph
Photographs, with other application materials, must be received at Headquarters by the application deadline, February 22, 2017. Your photograph will be published on Phi Theta Kappa's official website and in the Convention Program distributed to all persons attending the 2017 Annual Convention. Candidate materials submitted without photographs meeting the specifications in the photograph guidelines will be considered incomplete and unacceptable. If a high quality photo is not received by the deadline, the candidate may be disqualified. Because your photograph will be published in the Convention Program distributed to all Convention participants, please be sure to send a high-quality photograph which reflects a likeness to your current appearance.

- Submit a current, professionally-made color photograph. Passport photos are NOT acceptable. Your college public relations office may be able to assist you by making this photo.
- Digital photos must be sent in tif or jpeg format, at least 300 dpi and at least 900 pixels or 3 inches wide. Photos saved in Macintosh formats cannot be accepted. Please note that NOT all digital photos are acceptable for print — especially those produced for web pages. It is the candidate’s responsibility to correctly submit a digital photo utilizing the criteria provided to you. If you submit a digital photo that is not print quality, your candidate application will not be considered complete.
- Professional-quality, color photographs are required. No black-and-white photos will be accepted. The photograph should be in sharp focus and with high contrast between the different colors. Please use a solid, professional background (no trees, flowers or other scenery).
- An actual, individual photograph should be submitted, not a contact print or a group shot that includes the candidate, which has been cropped.
- “Instant” or Polaroid photos are not acceptable. Computer “scanned” photographs will not be accepted.
- A professional appearance is recommended for the photo. Coat and tie are suggested for men and suits or dresses for women. If possible, wearing the Golden Key membership pin on the lapel is a nice added touch.
- Photo should feature only the candidate’s head-and-shoulders—not the full body.
• NOTE: If photo is copyright protected, please request a written release from the photographer and send with photo. Most photos have copyright symbols printed on the back. If you are uncertain, check with your photographer. Copyrighted photos that do not have an attached release will not be accepted.

Acceptable Examples:

If you have any questions regarding this process please don’t hesitate to contact the International Officer Candidate Coordinator at onjalai.illake@ptk.org.