



Phi Theta Kappa



ALABAMA REGIONAL OFFICER RESPONSIBILITIES and GUIDELINES 2025-2026

The Regional President (may be from any of the three Districts): The individual representing the chapter elected as President of the Alabama Region has the responsibility to:

- Represent the Alabama Region at all required International and Regional meetings and events and other events as requested by the Regional Coordinator(RC) and Associate Regional Coordinator (ARC)
- With your chapter, serve as Host for the Regional Convention (location will be selected by RC if site is not host chapter's college campus). Preside at Regional events, including Mock Chapter, Fall Leadership Conference, and the 2025 Regional convention.
- Send a friendly, informative e-mail each month to the Region; send a copy of all regional correspondence to your advisor, the RC and ARC for proofing prior to sending.
- Check and respond to e-mail/phone/text messages and GroupMe messages daily, promptly answer all correspondence from chapter officers, Advisors, Regional Officers, RC, and ARC. Send a courtesy copy of all regional correspondence to your advisor, your fellow Regional Officers, the RC and ARC
- Meet at least once per month with the Regional Team (Regional Officer, RC, and ARC) using online formats. The regional president will coordinate with the RC when making arrangements for these meetings.
- Designate a Vice President to take minutes at each Regional meeting. Write and send a President's report on each Regional meeting and event to the RC and ARC within one week after the event.
- Post news and photos of chapter activities on the Regional Facebook page. Keep page updated.
- Complete the 5 Star Competitive Edge program and/or other Phi Theta Kappa Edge programs.

The District Vice President Chapters: The individuals representing the chapters elected as Vice President of the 3 Districts of the Alabama Region have the responsibility to:

- Represent the Alabama Region and your District at all required International and Regional meetings and events and other events as requested by the RC and ARC.
- Send a friendly, informative e-mail each month to the chapters in your assigned District; send a copy of all regional correspondence to your advisor, the RC, and ARC for proofing and approval prior to sending.
- Check and respond to text/phone/e-mail and GroupMe messages daily, and promptly answer all correspondence from the chapter officers, Advisors, your fellow Regional Officers, the RC and ARC.. Send a courtesy copy of all regional correspondence to your advisor, your fellow Regional Officers, the RC and ARC.
- Send news and photos from your chapter and the chapters in your assigned District at least once per semester to the Regional President.
- With your chapter, mentor at least two less active chapters in your assigned District. Submit a mentoring action plan, and report monthly on mentoring actions.
- Complete the 5 Star Competitive Edge program

Each Alabama Regional Officer (chapter) will serve a one-year term. Only active chapters in good standing will be eligible to run for regional office. An active chapter is a chapter that has demonstrated

consistent participation in Regional and International programs during the past three years.

An example of “demonstrated active participation” would be a consistent five-star rating in the 5 Star Program. The chapter’s progress in the 5 Star program will be considered as part of the evaluation process.

All candidates for office must be approved by the RC.

A chapter wishing to run for regional office should notify the RC their intent to run for regional office by February 14, 2025. The chapter must submit ALL required application materials to the RC by February 28, 2025. The Regional Officer candidate will deliver a brief (2-3 minute) presentation on the current Honors Study Topic at the First General Session of the Regional Convention.

Regional Officer candidates and at least one of their chapter advisors are required to attend a meeting at the Regional Convention via Zoom. This year, we will hold this meeting 1-2 weeks before the virtual convention. If the student who will hold the Regional Officer position has not yet been selected before the Regional Convention, one of the current chapter officers may deliver the presentation and represent the chapter at the installation ceremony. **The individual chosen to represent the elected chapter must be selected at least two weeks before the 2025 Annual (International) Convention.** The individual will be personally responsible for fulfilling the duties of the office and must be an active member in good standing. Regional Officers are strongly encouraged to hold a chapter officer position. This will encourage the regional officer to remain more actively involved with their chapter. As a member of their chapter officer team, the Regional officer will be in a better position to support and encourage the chapter’s leadership role in the Region.

Each chapter in good standing attending Regional Convention has one vote in the Regional Officer election. A simple majority vote will elect a chapter to office. If there is a run-off, each chapter will have one vote in the run-off election. Results will be announced, and the new officers will be installed at the conclusion of the Convention.

If, due to extenuating circumstances, the Regional Officer is unable to fulfil any or all of the duties of the office, the Regional Officer must contact the RC immediately to receive permission to be excused from the required event or responsibility. If the Regional Officer is unavailable, the Regional Officer’s advisor must contact the RC. Upon receiving approval from the RC, the chapter must select another qualified chapter member to serve as interim Regional Officer. If at any time during the term of office, the Regional Officer fails to fulfill the requirements of office, the Regional Officer may be asked to resign by the RC. The chapter’s advisor has the responsibility to select a qualified member to replace the resigning officer, who must be approved by the RC. A student interested in running for Regional Officer should complete the required forms with the assistance of the chapter advisor. The advisor should review these forms thoroughly before mailing to the RC.

“I have read and understand the responsibilities of the Regional Office for which I am applying and commit to perform those responsibilities to the best of my ability if elected.”

Name of Officer Candidate: _____

Officer Candidate signature: _____

“I have read and understand the responsibilities of the Regional Officers and pledge my support and the support of the chapter to our Regional Officer Candidate and to the entire Regional Team.

Name of Advisor: _____

Advisor signature: _____

2025-2026 Regional Officer Candidate Information

ALL of the following forms must be completed, have required signatures, and must be included in the application packet. Please check off each required form when completed.

Incomplete applications will not be considered.

- Alabama Regional Officer Guidelines and Responsibilities
- Regional Officer Candidate Information
- Advisor Verification
- Campaign Rules Agreement
- College President Signature *(Please ask the President to read the requirements for Regional Officers prior to signing).*
- Two letters of recommendation. *(College President, College Dean, or Faculty Member who has taught the candidate, and the Chapter Advisor. Letters should not exceed two typed pages.)*
- Personal Narrative *(Tell us about yourself, your personal goals and challenges, work and family responsibilities, career aspirations, and what you believe you can contribute as regional officer of the Alabama Region of Phi Theta Kappa. Two typed pages, double spaced)*
- Honors Study Topic speech *(outline or full text; typed, double-spaced)*

(Please Type)

Phi Theta Kappa Regional Officer Report Form		
Officer Candidate's Name:		
Date of Birth		
I am a candidate for which Regional Officer Title? (check one):		
President _____ Vice President _____		
Mailing Address:		
City:	State:	Zip Code:
Email Address:		
Home Phone # ()		
Cell Phone #	May we text you?	
College:	District:	
Chapter:	Chapter Officer Position:	
Phi Theta Kappa member #	Date of induction:	
Expected graduation date:	Planned degree or career	

Please submit your completed candidate forms as a single PDF. Email your candidate packets to lwharris@jeffersonstate.edu and kwindham@sheltonstate.edu .

Application packets must be received by February 28, 2025.

ADVISOR VERIFICATION and PLEDGE OF SUPPORT

The candidate for regional office in the Alabama Region of Phi Theta Kappa must satisfy and maintain for the duration of the term in office, the following requirements:

1. Must have met the requirements for membership, having been duly inducted into Phi Theta Kappa International Honor Society.
2. Must be an active member of an active chapter. (An active chapter is a chapter that has demonstrated consistent participation in Regional and International programs during the past three years. An example of “demonstrated active participation” would be a consistent 5-star rating in the 5 Star Program.)
3. Must maintain the standards necessary for membership in his/her chapter.
4. Must currently be enrolled in an accredited two-year college in the Alabama Region, pursuing an associate degree program, and continuing to be enrolled throughout the academic year during the term of office.

I pledge that this candidate meets all of the eligibility requirements, as specified above. This member will be fully supported by his/her chapter in the endeavor to run for and hold an office in the Alabama Region of Phi Theta Kappa, should she/he be elected.

I pledge to support and encourage the regional officer candidate and agree to serve as the student’s mentor throughout his/her term of regional office, should he/she be elected.

I pledge to give my support to the Regional Team, and to work cooperatively with the Regional Coordinator and Associate Regional Coordinator.

I pledge to attend, support and participate fully in regional meetings and events with my chapter members and/or officers. In the event I am unable to attend a regional meeting (Mock Chapter, Leadership Conference, Regional Convention) I will arrange for another advisor to attend in my place.

Advisor’s name _____

Advisor’s signature: _____

Date: _____

Advisor’s phone #s: Office () _____

Cell () _____ *May we text you?* _____

Advisor’s e-mail address _____



Phi Theta Kappa

ALABAMA REGIONAL CONVENTION 2025

CAMPAIGN RULES AGREEMENT

- 1) To be eligible to run for office, a chapter must be current in its payment of regional dues.
- 2) **All chapters running for office must complete the enclosed forms. These forms must be mailed to Liesl Harris, Regional Coordinator. The forms must be received by February 28, 2025.** Please note that **four** signatures are required: (1) the chapter president, (2) the chapter advisor, (3) the candidate for office, and (4) the college president.
- 3) A chapter may distribute only two types of campaign materials at the convention. One must be informational and consist of no more than 250 sheets of white recyclable paper (no larger than 8 1/2 inches by 11 inches. The other item can be a “fun” type item, such as a sticker, button, small toy or most anything the chapter considers appropriate. No additional materials may be distributed. **Note: This year, promotional pieces will be posted to the Alabama Region’s Campaign Website.**
- 4) No campaign materials may be mailed or distributed in any way prior to the convention.
- 5) Each candidate running for office must give a presentation on the current **Honors Study Topic** at the First General Session. Each campaign presentation is strictly limited to three minutes.

Chapters are reminded that all campaign materials and presentations should take into account the nature of the Phi Theta Kappa organization. Humor and a “light-hearted” approach are acceptable. Bad taste is NOT. Please respect your fellow members, the advisors, visitors and dignitaries when preparing and presenting your campaign.

“As a candidate for a regional office in Phi Theta Kappa of the Alabama Region, I am aware that it is an honor to be selected as a leader in the scholastic Society for two-year colleges. I am aware that with the honor comes the obligation to support the principles for which the Society stands, including the Honor Code, and to fulfill the responsibilities of my office. I commit myself to support and promote the ideals, goals, and programs of Phi Theta Kappa, and I have read, understand, and agree to fully comply with the campaign rules.”

Candidate’s Signature _____

Chapter President Signature _____

Chapter Advisor Signature _____

Required Regional Officer Meetings and Events for 2025-2026

The College President must read the information on this page prior to signing the College President Signature form.

Advisor: Please review all of the information on this page with your Regional Officer Candidate.

All 2025-2026 Phi Theta Kappa Regional Officers are *required* to attend the following events:

- **Regional Convention (March 14-14, 2025, Northeast Alabama Community College, Rainsville, Alabama)**
- **Annual Convention “Catalyst” (April 4-6, 2025, Kansas City, Missouri)**
- **Regional Officer Leadership Retreat (May 7-10, 2025, Orange Beach, AL)**
- **Phi Theta Kappa International Honors Institute—TBA, Summer, 2025**
- **Regional Mock Chapter (July 10-11, 2025, University of Montevallo)**
- **Regional Honors in Action Leadership Conference (October 16-18, 2025, 4-H Conference Center, Columbiana, AL)**
- **2025 Regional Convention, (March 2026, Specific Dates and Location TBA)**
- **2025 Annual Convention “Catalyst” (March 26-28, 2026, Baltimore, Maryland)**

Advisor and Regional Officer Candidate: Please review the information with the College President.

Each of the following bullets MUST be initialed by the Advisor and the Regional Officer Candidate in the space provided.

- _____ Regional Officers' expenses will be paid for all pre-approved functions within the Alabama Region.
- _____ Regional officers must have their own reliable transportation for in-state travel and be willing and able to travel independently. All regional officers are expected to travel independently to regional functions, and to visit chapters in their Districts, as well as trips to seminars, meetings, and other events requested by the Coordinator. Advisors, family members, or friends should not be expected to accompany regional officers when they travel.

- _____ Expenses for registration fees, travel, and hotel accommodations for Annual Conventions will not be paid for by the Alabama Region. Regional officers attending Annual Convention are required to attend the Alabama Regional Officer Meeting, the Alabama Regional Meeting, selected Educational Forums and all General Sessions during International Convention.

- _____ Regional Officers are expected to maintain a cumulative GPA of 3.0 or higher during their term of office. If GPA falls below 3.0, the officer will be placed on probation for one semester. If the GPA has not improved to at least 3.0 by the end of the next semester, the officer will be dismissed from the position. Officers on probation will not receive reimbursement for travel expenses and may not represent the Region at regional or international events. Another member of the chapter may be selected (with RC approval) to represent the chapter.

COLLEGE PRESIDENT VERIFICATION OF SUPPORT

Regional Officers are expected to receive financial support from their Community College to cover:

- *Registration fee, hotel expenses, air travel, and ground transportation expenses for the 2025 Annual (International) Convention*
- *Registration fee, hotel expenses, air travel, and ground transportation expenses 2026 Annual (International) Convention*

“I, _____,
(please type or print)

President of _____ Community College,

have read and understand the responsibilities and commitments required of a Phi Theta Kappa Regional Officer. I agree to support the Candidate and the Chapter with the College’s financial and other resources necessary for seeking and holding an office in the Alabama Region of Phi Theta Kappa.”

College President’s signature

Date

**All completed forms must be emailed or mailed by the Chapter Advisor to
Liesl Harris, Regional Coordinator, Phi Theta Kappa, Alabama Region
JSCC 4600 Valleydale Road, Birmingham AL 35242
Application packets must be received by February 28, 2025
lwharris@jeffersonstate.edu and kwindham@sheltonstate.edu**



PHI THETA KAPPA
HONOR SOCIETY

DISTRICTS OF THE ALABAMA REGION 2025-2026

DISTRICT 1

<i>Alpha Psi Xi</i>	Bevill State	Hamilton
<i>Alpha Omega Upsilon</i>	Bevill State	Sumiton
<i>Lambda Epsilon</i>	Bevill State	Jasper
<i>Omega Mu</i>	Bevill State	Fayette
<i>Sigma Lambda</i>	Calhoun	Huntsville, Decatur
<i>Beta Upsilon Xi</i>	Drake State	Huntsville
<i>Alpha Zeta Iota</i>	Northwest-Shoals	Muscle Shoals, Phil Campbell
<i>Psi Epsilon</i>	Northeast	Rainsville
<i>Theta Iota</i>	Snead State	Boaz

DISTRICT 2

<i>Omicron Upsilon</i>	Central Alabama	Alexander City
<i>Beta Gamma Beta</i>	Central Alabama	Childersburg
<i>Beta Upsilon Tau</i>	Central Alabama	Talladega
<i>Alpha Theta Rho</i>	Chattahoochee Valley	Phenix City
<i>Rho Rho</i>	Gadsden State	Gadsden
<i>Beta Delta Rho</i>	Gadsden State	Ayers Campus
<i>Beta Beta Eta</i>	Gadsden State	Ft. McClellan Campus
<i>Alpha Chi Tau</i>	George Wallace	Hanceville
<i>Beta Lambda Delta</i>	Jefferson State	Birmingham, Shelby Campus
<i>Pi Pi</i>	Jefferson State	Birmingham, North Campus
<i>Alpha Epsilon Gamma</i>	Lawson State	Birmingham
<i>Alpha Epsilon Iota</i>	Shelton State	Tuscaloosa
<i>Iota Iota</i>	Southern Union	Wadley

DISTRICT 3

<i>Omega Beta</i>	George Wallace	Dothan
<i>Alpha Eta Tau</i>	George Wallace	Selma
<i>Alpha Beta Eta</i>	L.B. Wallace	Andalusia
<i>Beta Pi Nu</i>	L.B. Wallace	Greenville
<i>Alpha Eta Lambda</i>	Coastal Alabama	Brewton
<i>Phi Upsilon</i>	Coastal Alabama	Monroeville
<i>Pi Psi</i>	Coastal Alabama	Bay Minette, Fairhope, Gulf Shores
<i>Alpha Epsilon Nu</i>	Bishop State	Mobile
<i>Tau Mu</i>	Enterprise State	Enterprise
<i>Omicron Kappa</i>	Marion Military	Marion
<i>Beta Phi Phi</i>	Trenholm State	Montgomery