

Kansas/Nebraska Region of Phi Theta Kappa Bylaws

November 5, 2016

The International Constitution of Phi Theta Kappa is the governing document for all regions of Phi Theta Kappa. The following bylaws for Phi Theta Kappa of Kansas/Nebraska are in support of that constitution and delineate the organizational structure and characteristics of the Kansas/Nebraska Region.

Preamble

That academic excellence among two-year college students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be filled with desire for continuing education, we dedicate ourselves as fellows of Phi Theta Kappa of Kansas and Nebraska. Membership is a privilege earned by qualifications, honor and service. In the conduct of our activities, truth shall be our quest, diligence our staff and achievement our purpose.

Article I. Name of the Society

The name of this society shall be the Kansas/Nebraska Region of Phi Theta Kappa International Honor Society, herein known as the Kansas/Nebraska Region. Phi Theta Kappa International Honor Society Headquarters will herein be referred to as Phi Theta Kappa.

Article II. Purpose of the Society

The purpose of Kansas/Nebraska Region of Phi Theta Kappa International Honor Society shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, the Kansas/Nebraska Region shall provide opportunity for chapters and students 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.

Article III. Membership

Section 1. Eligibility. Members of the Kansas/Nebraska Region shall consist of Phi Theta Kappa chapters at accredited two-year community, junior, vocational, technical colleges and two-year divisions of universities in the states of Kansas and Nebraska, that are in good standing, having paid Regional Dues and filing a current Annual Report with Phi Theta Kappa.

Section 2. Dues. Kansas/Nebraska Region dues are \$10.00 per individual member. Dues are payable once per member upon induction, and are sent to Phi Theta Kappa Headquarters with the International membership fees.

Section 3. Active Chapters in Good Standing. Active chapters in good standing shall be chapters which meet all the requirements for an active chapter as set forth in the International Constitution of Phi Theta Kappa and who pay regional dues.

Article IV. Regional Organization

Section 1. Regional Coordinator. The Regional Coordinator is appointed for the region by Phi Theta Kappa Headquarters to plan and implement programs within the region, and to facilitate communications between the advisors in the region and International Headquarters.

A. Appointment of the Regional Coordinator. The Regional Coordinator shall be appointed by the Executive Director of Phi Theta Kappa. The Regional Coordinator shall be an active advisor at a local Kansas/Nebraska Region Chapter.

B. Responsibilities of the Regional Coordinator

1. Serve as head of the Region.
2. Work directly with Associate Director/Key Services Consultant of Regional Programs at Headquarters
3. Attend and fully participate in the Regional Coordinator Meetings at the International Convention and other Coordinator meetings convened by Headquarters.
4. Oversee the election of a Coordinator Advisory Board, explain the responsibilities of the committee, and serve as a member.
5. Attend and fully participate in all official regional meetings, directing the planning of the Leadership Conference, Regional Convention, and Honors in Action Academy.
6. Hold a meeting to plan regional activities and set goals for the coming year.
7. Hold a formal Regional Officer Orientation as soon as possible following their election. Communicate frequently and consistently with Headquarters and respond to requests in a timely manner.
8. Administer the Five-Star Chapter Plan.
9. Supervise the Regional Awards Program.
10. Supervise regional finances under the supervision and guidelines provided by headquarters.
11. Supervise a structured orientation and/or mentoring program for new advisors as developed by the Coordinator Advisory Board.
12. Supervise the development and distribution of regional written and electronic communications, including social media, printed media, and other ways as necessary.
13. Report promptly changes in advisor information.
14. Report to Headquarters the chapters, advisors, and members who deserve recognition other than through the Society's Awards Program.
15. Submit to Headquarters a State of the Region Report.
16. Submit requests for reimbursements with receipts within 60 days of incurring expense.

C. Appointment of Associate Regional Coordinators. One or more associate coordinators can be appointed to fulfill various functions needed by the region. The Regional Coordinator can with approval from International Headquarters appoint an Associate Regional Coordinator. The Associate Regional Coordinator(s) must be serving as a chapter advisor in the Kansas/Nebraska Region.

D. Associate Regional Coordinator Responsibilities

- a. To serve as Co-Advisor for Kansas/Nebraska Alumni Association
- b. To enforce the Kansas/Nebraska Region Bylaws
- c. To assist with regional officer elections
- d. To assist with the Kansas/Nebraska Region Hallmark Awards Program
- e. To work closely with chapter advisors in all matters concerning the region
- f. To work closely with all Kansas/Nebraska Region Officers in all regional activities
- g. To serve as an official representative of the Kansas/Nebraska Region at all Phi Theta Kappa functions and events
- h. Perform other duties as directed by International Headquarters and/or the Regional Coordinator.

Section 2. Offices. The regional offices shall consist of a President, a Vice President of Public Relations, a Vice President of Eastern Kansas, a Vice President of Western Kansas, and a Vice President for the state of Nebraska. These offices shall be chapters elected at the Annual Regional Convention. The chapter elected shall then elect/select a member to hold the office.

A. Responsibilities of Officers

1. General Responsibilities of all

- a. Encourage chapters to be actively involved in Regional and International Programs.
- b. Represent the Kansas/Nebraska Region at appropriate occasions, including chapter induction ceremonies and activities.
- c. Attend all regional meetings unless excused by the Regional Coordinator.
- d. Assist with planning of all regional meetings and present at least one breakout session during each regional meeting.
- e. Meet regularly with the Regional Coordinator and Associate Regional Coordinator(s).
- f. Lead the region to reach goals, including completion of a Regional Honors in Action project.
- g. Serve as a liaison between the region's chapters and international headquarters.

2. Regional President Responsibilities

- a. Preside over business meetings at the Leadership Conference, Honors in Action Conference, the Regional Convention, and the International Convention
- b. Carry the state flag during International Convention (unless running for International Officer)

3. District Vice Presidents Responsibilities

- a. Co-preside over business meetings at the Leadership Conference, Honors in Action Conference, the Regional Convention, and the International Convention.
- b. Represent and maintain regular communication with chapters within the district assigned.
 - i. Eastern Kansas District includes the 15 chapters of Allen-Main, Allen-Burlingame, Coffeyville, Donnelly, Fort Scott-Main, Fort Scott-Miami, Highland-Main, Highland-Wamego, Independence, Johnson County, Kansas City Kansas, Labette, Neosho-Chanute, Neosho-Ottawa, and Washburn.
 - ii. Western Kansas District includes the 15 chapters of Barton-Main, Barton-Fort Leavenworth, Barton-Fort Riley, Butler, Cloud-Main, Cloud-Geary, Colby, Cowley-Main, Cowley-Mulvane, Dodge City, Garden City, Hutchinson, Manhattan Tech, Pratt, and Seward.

- iii. Nebraska District includes the 14 chapters of Central-Columbus, Central-Grand Island, Central-Hastings, McCook, Metropolitan-Elkhorn Valley, Metropolitan-Fort Omaha, Metropolitan-South Omaha, Nebraska Tech, North Platte, Northeast, Southeast-Beatrice, Southeast-Lincoln, Western-Scottsbluff, and Western-Sidney.

4. Vice President of Public Relations Responsibilities

- a. Co-preside over business meetings at the Leadership Conference, Honors in Action Conference, the Regional Convention, and the International Convention.
 - b. Record minutes of the Regional Officer Team Meetings and the Regional Business Meetings.
 - c. Update the Regional Facebook Page and Regional Website, including Monthly “Newsletters”.

B. Eligibility for Office. A chapter and its official representative as the candidate must be in good standing to campaign for and to serve as a regional office. One individual may only serve two terms as a regional officer.

C. Election of Offices. Election shall be by ballot at the Regional Convention. Each chapter has one vote and determines their voting delegate who must be an active chapter member (not an alumnus or advisor). A winner of the office shall be determined by simple majority vote of ballots cast at the convention.

1. Chapters and/or their official representatives are elected to hold regional office.
2. A member of the chapter is selected by the chapter to serve as the official representative for the position. This individual must be in good standing with the chapter and in compliance with **all membership** requirements on **both** the international and local levels.
3. At least two weeks prior to the Kansas/Nebraska Regional Convention, the application and intent to run for office will be submitted to the regional coordinator.
4. At the Kansas/Nebraska Regional Convention, only chapters and/or their official representatives within a particular district may be nominated and elected to represent that particular district.
5. All chapters in attendance at the Kansas/Nebraska Regional Convention may cast one vote for each Regional Officer.
6. Each office-holding chapter and/or their official representative shall be elected by a simple majority vote of the official voting delegates present at the time of an election. A run-off election between the ties will be held.
7. Except when absolutely necessary, no chapter may hold more than one regional office in any given regional calendar year.
8. If there are Regional Officer positions without candidates, the following will occur:
 - a. If the President position is without candidates and there are multiple candidates for District Vice Presidents or the Vice President of Public Relations, these candidates can also run for the President position. This will be stated during the nomination session of the Kansas/Nebraska Region Convention. Nominations will also be accepted from the floor for the position.
 - b. For District Vice President positions, if there is a position without candidates and there are multiple candidates for President or the Vice President of Public Relations, the candidates for President can also run for the appropriate District Vice President position. This will be stated during the nomination session of the Kansas/Nebraska Region Convention. Nominations will also be accepted from the floor for the position.

- c. If the Vice President of Public Relations position is without candidates and there are multiple candidates for President or District Vice Presidents, these candidates can also run for the Vice President of Public Relations position. This will be stated during the nomination session of the Kansas/Nebraska Region Convention. Nominations will also be accepted from the floor for the position.
 - d. If there are no still candidates for a position, the office will go unfilled for the term unless it is the office of President. In this case, a President will be determined by the Regional Coordinator, Associate Regional Coordinator(s), and Advisory Council by June 30th.
9. Candidates who have completed paperwork by the deadline will be selected to serve in office over candidates from open nominations. For example, if a candidate completed paperwork for the President position and also then chose to run for a District Vice President position and did not win the President position, he or she would be selected as the District Vice President over a candidate who was nominated from the floor.

D. Term of Office. The term of office is for one year – from one Regional Convention to the next Regional Convention.

E. Removal from Office.

1. Removal of a Student from Office. If it becomes necessary to remove a student from an office because of behavior or violation of Phi Theta Kappa policies, the Regional Coordinator will discuss the situation with the advisor(s) of the elected chapter and work out a solution. Should there be no reconciliation at this level, the Coordinator may remove the student from office following consultation with the Coordinator's Advisory Council.

2. Removal of a Chapter from Office. When a chapter fails to follow through with the responsibilities of an office, the Regional Coordinator will discuss the situation with the chapter advisor(s) of the elected chapter. Should the situation continue, the Regional Coordinator may remove the chapter from office following consultation with the Coordinator's Advisory Council. The Regional Coordinator may appoint another chapter to fill the office until an election can be held at the next planned regional meeting.

Section 3. Executive Board

A. The Executive Board shall consist of the Regional Officers, the Advisory Council, and the Regional Coordinator and the Associate Regional Coordinator(s).

B. The Executive Board shall work with the Regional Coordinator to promote the Hallmarks of Phi Theta Kappa, to plan the regional activities and projects, to plan the regional meetings, to review the awards and recognitions, and to conduct such business of the region as necessary.

Section 4. Coordinator's Advisory Council

A. Mission. The Advisory Council was chartered to provide the Regional Coordinator with timely, balanced advice on issues of importance to the Region. The Mission is to provide advice, information and recommendations to the Regional Coordinator concerning the Region's activities, educational issues, distribution and control of finances, and other activities and operations of the Region. The Advisory Council may also complete tasks as delegated by the Regional Coordinator.

B. Members of the Advisory Council. The members of the Board shall consist of five (5) elected chapter advisors. Any advisor of an active Kansas/Nebraska Region chapter in good standing may run for a vacant seat on the council.

C. Election of the Advisory Council. The five chapter advisors shall be elected for two-year staggered terms with the possibility of re-election at the Regional Convention. A simple majority of all advisors present from chapters in good standing at the Convention shall be necessary to elect members to vacant seats. The council will meet prior to the close of Convention to elect a chair and secretary. If a vacancy occurs in an elected position, the Council shall appoint, by majority vote, an advisor to fill the term.

Article V. Regional Finances

Section 1. Regional Finances

A. The Regional Coordinator shall be responsible for the administration of the Regional funds and be responsible for executing the financial transactions of the region, in conformity with the guidelines and requirements established by Phi Theta Kappa.

Article VI. Regional Meetings

Section 1. Leadership Conference. A Leadership Conference shall be held annually. The Leadership Conference is usually a weekend meeting in September for chapter officers, advisors, key chapter members, and alumni. The site may rotate around the Region geographically and meets at a community college or university.

Section 2. Honors in Action Conference. A Regional Honors in Action Conference shall be held annually. The Regional Honors in Action Academy is for all members, advisors, and alumni. The site focuses on a location and a senior college or university with the resources to compliment the Honors Study Topic. The Academy is usually a Friday-Sunday meeting in November

Section 3. Regional Convention. A Regional Convention shall be held annually. The site of the convention shall rotate through the region geographically, with a focus on the hallmarks of Phi Theta Kappa. The Convention is usually a Friday-Sunday meeting in the spring of each year for all members, advisors, and alumni. The dates are dependent on the International Convention.

Section 4. Hosts for Meetings. Chapters may serve as hosts to assist the regional officers and the Regional Coordinator with such items as selecting a site, registration, hospitality room, name tags, door prizes, designing T-shirts and promotional items, organizing tours, etc. Chapters who are not holding a regional office are encouraged to serve as hosts and co-hosts for the responsibilities listed above, while the regional officers work with the Coordinator to develop the program.

Article VII. Regional Business

Section 1. Regional business may be conducted at each conference, as presented by the Executive Board and the Regional Coordinator.

Section 2. Chapters may submit business items to the Executive Board for consideration to be presented to the Region.

Section 3. Business that occurs between the meetings listed above will be conducted by the Regional Officers at Executive Board meetings called by the Regional Coordinator, with advice given by the Coordinator's Advisory Council.

Section 4. Committees may be appointed by the Regional Coordinator, the Regional President, or the Executive Board, as deemed necessary and for such period of time as deemed advisable.

Section 5. The procedural rules governing the meetings of the Kansas/Nebraska Region shall be Roberts Rules of Order, if requested by participants.

Section 6. Each active chapter in good standing shall be entitled to one vote. The vote shall be cast by the official chapter delegate who is present and recognized at the convention.

Article VIII. Amendments

Proposed changes in these bylaws shall be presented to the Regional Coordinator. Approval of any bylaw or proposed change in the bylaws shall require a two-thirds vote of chapters in good standing, present and voting at a business meeting of the Region, thirty (30) days notice having been given.

Article IX. Ratification

Section 1. Required Vote. These bylaws shall become effective upon two-thirds vote of the voting delegates present at the Regional Convention, Honors in Action Conference, or if needed through an online vote.

Section 2. Interpretation. The final interpretation of these bylaws shall be the responsibility of the Regional Coordinator in consultation with the Executive Board and the Coordinator's Advisory Council.