

**By-Laws
Of
Alpha of Ohio Regional Alumni Association
Of
Phi Theta Kappa International Honor Society
Of the Two-Year College**

Preamble

We, the members of Alpha of Ohio Regional Alumni Association of the Phi Theta Kappa International Honor Society of the Two-Year College, do hereby associate ourselves to continue to uphold the purpose of Phi Theta Kappa; provide a continuing fellowship of Phi Theta Kappa members; and support the people, programs, and priorities of Phi Theta Kappa.

Article I

The name of the organization shall be: Alpha of Ohio Regional Alumni Association of Phi Theta Kappa International Honor Society of the Two-Year College.

Article II **Membership**

An alumnus 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. The membership of the Alpha of Ohio Regional Alumni Association shall consist of all who meet the obligations set forth by the alumni association.

Section 1

- A. An active member of the Alpha of Ohio Regional Alumni Association shall be any alumnus member who maintains a current dues status to the alumni association.
- B. In order for members of the Alpha of Ohio Regional Alumni Association to maintain membership status, they must either be past members of any Phi Theta Kappa college chapter and reside within the boundaries of the Ohio Region or have been past members of an Ohio Region college chapter, without any respect to where they currently reside.
- C. Membership is open to all qualified persons without regard to race, creed, religion, sex, sexual orientation, or national origin.
- D. Membership in the Alpha of Ohio Regional Alumni Association is not exclusive. A member may also be a member of a community college or university-oriented alumni association.

Section 2 **Honorary Alumni Members**

- A. An honorary alumni member shall be a person who is a Phi Theta Kappa Chapter Honorary Member and has rendered distinguished service to Phi Theta Kappa.
- B. Honorary members cannot vote, hold office, or officially represent the Society. Nor shall honorary members pay membership dues to the alumni association.
- C. Any member of the Alpha of Ohio Regional Alumni Association may nominate an individual for consideration as an honorary member. A two-thirds vote of the general membership shall confer honorary member status.

Article III **Officers and Duties**

The officers of the association shall be: President, Vice-President, Secretary, Membership Secretary, and two Members-at-Large, all of whom shall be active members.

Section 1 The duties of President shall be to preside over all association meetings; enforce the by-laws; serve as chairman of the Executive Committee; serve as a member of the Coordinator's Advisory Committee of the Ohio Region; appoint all necessary committees; plan, organize, and direct the planning of the annual meeting; and call any special meetings.

Section 2 The duties of the Vice-President shall be to serve as the Acting President in the absence of the President or upon the resignation of the President; serve as a member of the Executive Committee; assist in the planning of the annual meeting; and be an ex-officio member of all committees.

Section 3 The Secretary shall keep the records of all meetings; maintain the Association by-laws; handle all appropriate correspondence; and serve as a member of the Executive Committee.

Section 4 The Membership Secretary shall collect dues; maintain a roster of the members; keep necessary records; render regular reports to the membership as requested; and serve as member of the Executive Committee.

Section 5 The two Members-at-Large will each choose a specialty area or project aligned with the priorities of Phi Theta Kappa and with the needs of the Ohio Region; carry out that project during their terms in office; and serve as a member of the Executive Committee.

Article IV Executive Committee

The Executive Committee shall consist of all elected officers. The Ohio Regional Coordinator and the Alpha of Ohio Regional Alumni Association Advisor(s) shall be non-voting, ex-officio members.

Section 1 The duties of the Executive Committee shall be to handle all questions not specifically addressed within this document; make recommendations to the membership; and to file an Alumni Annual Report to the Phi Theta Kappa Headquarters by the stated deadline.

Section 2 The Executive Committee shall meet at the call of the chairman, but at least once per year. All meetings shall be open to any member who wishes to attend.

Section 3 All decisions concerning finances and by-laws shall be advisory. Any vote on recommendations must be approved by a simple majority of those present and voting.

Section 4 The decision to vote on advisory proposals by mail or at a regularly scheduled meeting shall be at the discretion of the Executive Committee.

Section 5 Four (4) members of the Executive Committee shall constitute a quorum.

Article V Elections

Elections shall be held at the regularly scheduled annual meeting of the association. Voting shall be by secret ballot. A plurality of those present and voting shall constitute the choices. All officers are elected at-large.

Section 1 Terms of Office

A. The term for all offices shall be for one year.

Section 2 Election of Officers

A. Nominations shall be tendered at the annual meeting by a nominating committee appointed by the President. Nominations shall also be received from the floor.

Section 3 Voting

A. Only current, dues-paying members of the association may vote.

B. Votes shall be counted by an advisor or someone appointed by the advisor.

C. In the event of a tie, there shall be a runoff election for the position.

D. If an office remains unfilled after the annual election, the President may appoint an individual after consultation with the Executive Committee.

E. Honorary members may not vote.

Section 4 Installation of officers shall take place immediately following balloting.

Article VI Qualifications for Officers

Section 1 All current, dues-paying members are eligible to become officers.

Section 2 Officers must be active members in good standing who meet all qualifications for membership.

Article VII Removal from Office

A two-thirds vote of Alpha of Ohio Regional Alumni Association members present at a special or regular meeting, or by mail ballot, shall be necessary to remove an officer. An officer failing to maintain current dues-paying status within the association shall automatically forfeit office 30 days after notification is mailed to the last known address.

Article VIII Advisor

Section 1 An advisor shall be selected by the Executive Committee after approval by the Ohio Regional Coordinator.

Section 2 The advisor shall be a member of the faculty or staff of a two-year college with an active Phi Theta Kappa Chapter, a former chapter advisor, or an alumnus approved by the Regional Coordinator and International Headquarters.

Section 3 The advisor shall perform all duties and responsibilities as defined by the Phi Theta Kappa Headquarters.

Article IX Meetings

Section 1 Business meetings shall be held at each Ohio Regional Event (Mini-Honors Conference and Leadership Conference). Additional meetings shall be set at the discretion of the membership and the Executive Committee. An annual meeting is mandatory for the purposes of election of officers and installation of officers. This annual meeting shall be held during the Ohio Regional Convention.

Section 2 Committees and sub-committees shall be ad-hoc. These groups will select their chairs by consensus of the members. Committee meetings shall be called by the chair of the committee. Procedures are left to the discretion of the committee chair. Reports of each meeting shall be given to the members at the following association meeting.

Article X Finances

Section 1 All requests for money to be paid from association funds must be presented in writing for the approval of the Executive Committee. Approval may be obtained by mail from at least two-thirds (2/3) of the Executive Committee.

Section 2 All approved financial reimbursement requests must be submitted in writing to the Ohio Regional Coordinator and must be accompanied by receipts.

Section 3 Dues may be re-set at the annual meeting. All active members must pay dues as prescribed to be on the association roster.

Section 4 The Membership Secretary shall collect all dues and submit them to the Ohio Regional Coordinator. If upon receipt of a dues invoice from the association, a member fails to pay within 45 calendar days from the invoice date, the Membership Secretary shall drop that name from the active roster and notification shall be mailed to the last known address.

Section 5 All monies held in the name of the association shall be verified monthly by the President and annually by the Executive Committee followed by a written report presented to the membership by the President. The Ohio Regional Coordinator will provide a financial statement to the President, Secretary, and Association Advisor monthly if there has been financial activity or quarterly if there has been no activity.

Article XI Quorum

Section 1 A quorum shall consist of members present at any announced meeting.

Section 2 All advisory proposals submitted to the membership by mail, upon the vote of the Executive Committee, shall become valid after receipt of a simple majority of affirmative responses from the membership within 45 calendar days.

Article XII Robert's Rules of Order

All meetings shall be conducted using Robert's Rules of Order as a guide publication.

Article XIII Amendments to By-Laws

Amendments to these by-laws shall be submitted to the President in writing for submission 30 days prior to the Annual Meeting. A two-thirds (2/3) majority vote of those present and voting shall be necessary for the adoption of any amendment.

Section 1 Voting on any amendments shall be by written ballot and may be administered by mail.

Section 2 Amendments shall become effective upon the ratification by a two-thirds (2/3) majority of the membership voting and with the approval by Phi Theta Kappa Headquarters. In mail voting, the process shall be considered final when, after a period of two (2) months, two-thirds (2/3) of the returned ballots from active members are in favor of the proposed amendments.

Article XIV Dissolution

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

Section 2 Upon a successful vote to dissolve the association, all funds held for the Association by the Ohio Region shall be retained by the Region.