

These by-laws revised
March 12, 2011

**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.

Section 3 Lifetime Membership

- A. Any active member or who is eligible to become an active member of Alpha of Ohio may choose to become a lifetime member.
- B. Lifetime membership shall be obtained by paying in a lump sum an amount equal to ten times the current annual dues, regardless of previous dues paid.
- C. Lifetime members will retain all rights and privileges of active membership within Alpha of Ohio without the need to pay further dues for the rest of their life or until a written request is given by the lifetime member to remove their name from the roles.
- D. Lifetime member must maintain all eligibility requirements put forth in Article II, Section 1, with the exception of the payment of annual dues.

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:

- A. Preside over all association meetings
- B. Enforce the by-laws
- C. Serve as chairman of the Executive Committee
- D. Serve as a member of the Coordinator's Advisory Committee of the Ohio Region
- E. Appoint all necessary committees
- F. Plan, organize, and direct the planning of the annual meeting
- G. Call any special meetings
- H. Coordinate the application process for Ohio Region scholarships, appoint members of scholarship committee, and report these applications to the Regional Coordinator
- I. Provide Alpha of Ohio Report at regional events
- J. Serve as alumni liaison between the alumni, regional officer team, and the Ohio Region
- K. Assist the Regional Coordinator &/or regional president when called upon

Section 2 The duties of the Vice-President shall be to:

- A. Serve as the Acting President in the absence of the President or upon the resignation of the President
- B. Assist in the planning of the annual meeting
- C. Assist the President with annual induction ceremony and maintain induction supplies
- D. Be an ex-officio member of all committees

- E. Serve as newsletter editor of the alumni newsletter, *Alpha Alumni*, then send quarterly editions to Membership Secretary for distribution
- F. Serve as a member of the Executive Committee
- G. Assist the President when called upon

Section 3 The Secretary shall:

- A. Keep the records of all meetings
- B. Maintain the Association by-laws
- C. Handle all appropriate correspondence
- D. Be in charge of the marketplace table, keep the inventory and fundraising records from the merchandise, and be in charge on storage & transportation of all marketplace inventory to approved events
- E. Serve as a member of the Executive Committee
- F. Assist the President when called upon

Section 4 The Membership Secretary shall:

- A. Collect dues and maintain a roster of the members
- B. Update records of membership status, distribute regional alumni pins and receive alumni certificates from Headquarters annually
- C. Render regular reports to the membership as requested
- D. Email out alumni newsletter, *Alpha Alumni*, quarterly to roster of members and Headquarters contact
- E. Serve as a member of the Executive Committee
- F. Assist the President when called upon

Section 5 The two Members-at-Large will:

- A. Each choose a specialty area or project aligned with the priorities of Phi Theta Kappa and with the needs of the Ohio Region and have approval of projects by first regional event after International Convention
- B. Carry out that project during their terms in office
- C. Report progress of projects at meetings
- D. Serve as a member of the Executive Committee
- E. Assist the President when called upon

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

The term for all officers shall be for two years, starting with the 2009 elections.

Section 2 Election of Officers

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 or lifetime 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 and Alpha of Ohio Advisor.
- 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 and lifetime 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

Section 1

To remove an officer, a complaint stating the reasons for removal must be presented in writing to the Alpha of Ohio Executive Committee and be signed by two Alpha members in good standing. After the Executive Committee has reviewed the complaint, the Membership Secretary will email a copy of the complaint to all members in good standing for a vote. If the Membership Secretary is the officer in question, the Secretary will be responsible for emailing the complaint to the membership.

Section 2

The vote to remove an officer requires a two-thirds majority of the votes received within 30 days of the date the request for the vote was sent.

Section 3

The officer may appeal the decision by requesting a hearing before the Regional Coordinator who will cast the deciding vote. The decision of the Regional Coordinator will be final.

Section 4

The Executive Committee may appoint an interim officer to fill the vacancy.

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.

Section 4

The advisor shall maintain the account of monies held in the name of the association.

Article IX **Meetings**

Section 1

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

Section 2

Alpha of Ohio Alumni Association business meetings shall be conducted according to the following subsections.

- A.** Business meetings shall be held at each Ohio Regional Event. 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.
- B.** A quorum for a membership meeting shall consist of two members of the Executive Committee.

Section 3

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 Alpha of Ohio Regional Alumni Association Advisor 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 Alpha of Ohio Regional Alumni Association Advisor. 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 Alpha of Ohio Regional Alumni Association Advisor will provide a financial statement to the President and Secretary, monthly if there has been financial activity or quarterly if there has been no activity.

Article XI **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 XII **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 Alpha of Ohio Regional Alumni Association Advisor shall be transferred to the Ohio Region.

Alpha of Ohio Standing Rules

1) Dues will be collected within forty-five days of the Regional Convention. Invoices will be sent out thirty days prior to regional convention to all members on the active roster. If within the forty-five days after the Regional Convention a member fails to pay, the Membership Secretary will remove them from the active roster list. If a new member wishes to join more than six months after the regional convention they may join for half of the current prescribed dues until the next collection of dues after the Regional Convention which must be paid in the full amount.

2) Award Outgoing Regional Officers Alpha of Ohio Membership

The purpose of this award is to recognize the service and dedication of the Ohio Region officers and to increase membership and participation in the Alpha of Ohio Regional Alumni Association.

- The Ohio Region Coordinator will send a list of eligible officers to the Membership Secretary one month prior to the Regional Convention.
- The Membership Secretary will mail an award letter and application for membership to each eligible officer(s).
- Membership will be available to all qualified outgoing regional officers upon completion of their term.
- The outgoing regional officers must fill out the application for membership in the Alpha of Ohio Regional Alumni Association and return it to the Membership Secretary two weeks prior to Regional Convention.
- The annual dues will be waived for the first year. Yearly or Lifetime membership dues must be paid by the following Regional Convention to remain an active member of Alpha of Ohio.
- Induction into Alpha of Ohio will take place at the annual Ohio Regional Convention.

3) Ohio Alumni Recognition Program

Each chapter or other alumni in the region can nominate one (1) alumnus for recognition at an Ohio Region event. This alumnus must be an Alpha of Ohio member and must be actively involved with the region.

The nomination should be no longer than one (1) typed page and should include how this alumnus has been involved with the region and/or how the region has benefited from the involvement of this alumnus. Current Alpha of Ohio officers are not eligible.

District Representatives will remind chapters to submit nominations via email to the current Alpha of Ohio Membership Secretary one week prior to the Ohio Region Awards Convention. Other alumni will be notified via email or newsletter of the deadline for nominations.

Alumni who have been recognized cannot be nominated again for two years.

The current Alpha of Ohio Membership Secretary will verify the nominee is an Alpha of Ohio Member and will then email the nominations to the rest of the officer team for review and discussion. A decision as to the winner will be made by the majority vote of the current Alpha of Ohio Officer team. It will be the responsibility of the current Alpha of Ohio Membership Secretary to prepare the certificates and make sure they are available at the Regional event as well as an appropriate recognition for the Most Appreciated Alumni winner.

Each nominee will be awarded a certificate during the alumni meeting and one nominee, chosen by the current Alpha of Ohio officer team, will be awarded the Most Appreciated Alumni award.

Recognition and presentation of the award will take place at the awards banquet.