

BY LAWS

OF THE

OHIO REGION

PHI THETA KAPPA

Preamble

We, the members of Phi Theta Kappa in the Ohio Region, to support scholarship and academic excellence in community, junior, and technical colleges throughout our region, to enhance the development and growth of our society and its members, and to provide greater service to our schools, our communities, our region, and our international organization, hereby establish these by-laws for the Ohio Region of Phi Theta Kappa.

Article I. Name of Organization

The name of this organization shall be known as Phi Theta Kappa of Ohio.

Article II. Purpose of Organization

The purpose of this organization shall be to provide a means through which Phi Theta Kappa chapters in the Ohio Region may better achieve the goals of Phi Theta Kappa, to encourage participation of individual members in Phi Theta Kappa activities, and to promote fellowship among Phi Theta Kappans throughout the Region.

Article III. Divisions of Organization

Section 1. Members

- A.** Membership in the Ohio Region of Phi Theta Kappa shall consist of all chapters in the State of Ohio and select areas of West Virginia as confirmed by Headquarters that have been chartered by Phi Theta Kappa International Honor Society and are in good standing. Good standing in the region shall be defined as a chapter with paid up regional dues and having on file at International Headquarters a current annual activities report. Members of said chapters who are in good standing in their chapters, based on each chapter's criteria for membership, are eligible to participate in regional activities.
- B.** Regional dues are \$5.00 for each new member a chapter inducts. This is a one-time fee, payable to the region via submission of said dues to international with payment of international dues at the time the new member is inducted into the chapter.
- C.** In order for a chapter to exercise its voting rights and its members to be in good standing within the region, eligible to participate in Regional activities, all regional dues must be paid up to date.

Section 2. Regional Advisory Board

- A.** The Advisory Board of the Ohio Region shall be known as the Ohio Region Advisory Board.
- B.** The Ohio Region Advisory Board shall consist of the Regional Coordinator, Associate Regional Coordinator, Six Advisors (two for each district), the Alpha of Ohio Advisor, One Advisor at Large, and the President of Alpha of Ohio.
- C.** All Advisors and the President of Alpha of Ohio shall serve as nonvoting members of the Ohio Region Advisory Board. The Regional Coordinator shall serve as a voting ex officio member.
- D.** Advisors shall be elected by advisors for two year staggered terms. The Advisor at large shall be appointed by the regional coordinator for a one-year term.

Section 3. Regional Committees

- A.** The Ohio Region will have the following standing committees: Event Planning Committee, Honors In Action Conference Committee, and Leadership In Action Conference Committee.

- B.** In addition, the Region may create as many temporary committees as the Ohio Region Advisory Board deems necessary in order to accomplish its goals and fulfill its programs. Membership on said committees shall be selected from those members in good standing.
- C.** Members of both standing and temporary committees shall be appointed by the Regional President in consultation with the Regional Coordinator. Such appointments shall be shared with the Ohio Region Advisory Board, either at the time of appointment, or at the next meeting of the Ohio Region Advisory Board for their acceptance. The Ohio Region Advisory Board may accept, alter, or reject such appointments by a majority consensus.

Section 4. Standing Committees

- A.** Event Planning Committee
 - 1. The Event Planning Committee will be composed of the Regional Coordinator, Associate Regional Coordinator, Regional President, Vice President, and one District Representative.
 - 2. This committee will be responsible for the selection of host chapters for regional events, overseeing programming at regional events, and to work with the host chapter to secure hotel/motel room rates.
 - 3. The Regional Coordinator will contact chapters which are in good standing within the Region and solicit proposals to host regional events in the forthcoming year.
 - 4. Upon receipt of such proposals, the Regional Coordinator will review them and make a recommendation to the Events Planning Committee, who will review the prospective hosts and make a recommendation to the Regional Advisory Board.
- B.** Honors in Action Committee
 - 1. The Honors In Action Committee shall be composed of the Regional Coordinator, Associate Regional Coordinator, Regional President, the Honors Advisor, and the Regional Honors student recipient, and a member of the host chapter.
 - 2. The committee will be responsible for overseeing the program development for the Honors In Action Conference for the Region.
- C.** Leadership in Action Conference Committee
 - 1. The Leadership In Action Conference Committee shall be composed of the Regional Coordinator, Associate Regional Coordinator, Regional President, and two advisors and/or college employees who have been certified to teach the Phi Theta Kappa Leadership course.
 - 2. This committee shall be responsible for developing and overseeing the Leadership Program for the region and they shall work with the host chapter in the development of this program.

Article IV. Elections of Regional Officers and District Representatives

Section 1. Requirements

- A.** Candidates for office must be members of a chapter in good standing and meet all requirements of membership in that chapter.
- B.** Candidates must be present at the Regional Awards Convention in order to participate in the election.
- C.** Candidates for office must be willing and able to attend the Orientation/ Planning meetings of the Regional Officers and District Representatives.
- D.** Candidates for Regional President must be willing and able to attend the International Honors Institute and certify that they will be able to secure the additional transportation costs involved.
- E.** Each Officer and District Representative shall be paid a stipend of \$150.00 for each Regional Event they attend to assist in off-setting expenses they incur. These may include, Regional Officer retreats and/or meetings as well as Honors in Action, Leadership in Action, and Regional Awards Convention.
- F.** Regional officers and District Representatives must be attending a community, junior, or technical college throughout their term in office. Officers and/or District Representatives must be enrolled for at least one course on the campus of their two-year institution each academic term of the time while they are serving in office and be active in their local chapter.
- G.** A Regional Officer and/or District Representative may not hold regional office more than two years. A District Representative may not succeed themselves nor can an officer hold the same office two years in a row. Any individual appointed to fill a vacant officer team position for a period of six months or less is eligible to run for a full term in that same position. All other rules regarding election and service still apply.
- H.** All Executive Officers and District Representatives shall be required to attend all Regional Meetings, Conferences, Conventions, Retreats, and Trainings during their term of office unless in the case of extenuating circumstances. Extenuating Circumstances shall be determined by the Regional Coordinator.

Section 2. Process

- A.** The Regional Officers and District Representatives shall be elected annually while attending the Ohio Region Awards Convention.
- B.** Officers and District Representatives shall be elected by a majority vote of the voting delegates at the Regional Awards Convention. Each chapter in good standing attending the convention will designate a member to be their voting delegate when registering for the convention. Each chapter shall cast one (1) vote.
- C.** Officers and District Representatives shall be installed at the last general session of the Regional Awards Convention and shall assume the duties of their office immediately afterwards.

- D. Any member in good standing in the region wishing to run for regional office may be nominated from the floor at the fall Leadership In Action Conference. Candidates shall be present to qualify for nomination from the floor. Nominations may also be submitted in writing by a member in good standing within the Region to the Regional Coordinator no later than February 1st of the given election year. For any races that are still open with no candidate nominations after February 1st; nominations shall be accepted in the morning of the Regional Awards Convention.
- E. All candidates shall be required to address the general assembly in a speech not exceeding three (3) minutes explaining why they are pursuing regional office and answer questions posed to them on that issue. Candidates will be asked to prepare a brief resume for distribution to all voting delegates, prior to the vote.

Section 3. Removal from Office

- A. Officers and District Representatives may be removed from office for failing to fulfill their duties and obligations to Phi Theta Kappa and the Region.
- B. To remove an Officer or District Representative a complaint stating the reasons must be signed by at least two chapter presidents from chapters in good standing. The complaint must be sent to the Regional Coordinator who will submit it to the Region for a vote.
- C. The vote to remove may be done by mail, or at a regional event, whichever is more convenient. To successfully remove an Officer or District Representative a two thirds vote is necessary. If the vote is conducted by mail, then two thirds of the chapters within the region who are in good standing must approve of the motion. If the vote is conducted at a regional event, then two thirds of the chapters present must approve of the motion.
- D. An Officer or District Representative may appeal a decision to be removed from office by requesting a hearing before a committee of chapter advisors, appointed by the regional coordinator. The number of chapter advisors shall range from three to five (3-5). The decision of the chapter advisors is final.
- E. The Regional Coordinator, with the approval of a majority of the Ohio Region Advisory Board, may appoint a replacement for a regional officer or District Representative who, for any reason, fails to fulfill their obligations or has resigned from office.

Article V. Powers and Duties of the Regional Officer Team

Section 1. The President Shall:

- A. Serve as chairperson of the Regional Events Planning, Honors Institute Committee, and Leadership Conference Committees.
- B. Preside over the Regional Awards Convention, the Regional Leadership In Action Conference, the Regional Honors In Action Conference, and all other regional meetings.
- C. Direct regional activities and projects in conjunction with the

Regional Coordinator.

- D. Attend the International Honors Institute.

Section 2. The Vice President Shall:

- A. Take the place of the President in their absence.
- B. Oversee officer candidate nominations and the regional election at the Regional Awards Convention.
- C. Report the results of the elections to the President and Regional Coordinator.
- D. Assist the President when called upon.

Section 3. The Secretary/Newsletter Editor Shall:

- A. Keep accurate records of all regional business meetings.
- B. Prepare and send reports to the international headquarters, the Regional Coordinator, Associate Regional Coordinator, all regional officers and district representatives, and all chapters of all state meetings and activities.
- C. Write, edit, and distribute the Regional Newsletter, The Buckeye. Maintain copies of all Buckeyes throughout their term of office and pass on those copies to the next editor.
- D. Newsletters will consist of the following:
 - 1. Summer issue-Biographies of Regional Leadership Team; regional calendar; announcements.
 - 2. Fall issue-Focus on activities of Region.
 - 3. Winter issue-Focus on activities of Region.
 - 4. Spring issue-Focus on activities of Regional Convention and Awards.
 - 5. Each issue shall contain a report from the Regional Coordinator, President, Alumni, and each district representative.
- E. Assist the President when called upon.

Section 4. District Representatives Shall:

- A. There shall be a Representative from each of the Districts established by the Region. The Ohio Region is divided into three districts which are:
 - 1. Western District
 - 2. Northern District
 - 3. Eastern District
- B. District Representatives must be a member of a chapter within the district they are representing.
- C. District Representatives are the Regional liaison between the Region, the Regional Coordinator, and chapters within their district.

- D. District Representatives are to attend events put on by chapters within their district and assist those chapters in program development to the best of their ability.

Article VI. Powers and Duties of Advisors

Section 1. The Regional Coordinator

- A. Is appointed by the Executive Director of Phi Theta Kappa International and shall act as Advisor for the Ohio Region.
- B. Make appointments for vacant positions on the Ohio Region Advisory Board and/or Regional Officer Team with the approval of the Board.
- C. Execute all financial transactions for the region.
- D. Collect all dues and advise, through the Ohio Region Advisory Board, those chapters not in good standing because of non-payment of dues.
- E. Advise the Ohio Region Advisory Board of any chapter not in good standing at the time of the Regional Awards Convention.
- F. Approve the agenda for all official regional meetings.

Section 2. Chapter Advisors

- A. Chapter Advisors shall maintain communication with and assist the Regional Coordinator and the Ohio Region Advisory Board in Regional Programming, and chapter participation in Regional activities.
- B. Chapter advisors are the vital link and support for each chapter and are urged to assist members on an active basis as time commitments and professional obligations allow.

Article VII. Conventions, Conference, and Business Meetings

Section 1. Regional Event

- A. Regional Events shall consist of Regional Conferences highlighting the four hallmarks, Honors In Action and Leadership In Action, and the Regional Awards Convention. In addition, they include the regional meeting held at International Convention, Orientation and Planning sessions for Regional Officers and District Representatives, Advisor Workshops and other events as planned by the Ohio Region Advisory Board.
- B. Host chapters for any regional conference will be selected according to the following criteria:
 1. Any chapter in good standing may be asked by the Regional Coordinator to host one of the Regional Events. If the chapter wishes to do so, it must submit a letter of intent to the Regional Coordinator at least three weeks before the Regional Awards Convention. The letter will be signed by the Chapter President, Advisor, and the College President and/or administrator indicating their and the college's support for the event.

2. After reviewing each submission, the Coordinator will recommend to the Event Planning Committee a host chapter for each of the regional events for the next year. After reviewing the information, the Advisory Committee shall select a host chapter for each event and inform the Region of such selections at the Regional Awards Convention.
- C. A chapter selected to host each event will receive two International Convention registrations and two registrations for the next regional event.

Section 2. Regional Business Meeting

- A. Regional business meetings may be held at any regional conference or convention, and the International Convention of Phi Theta Kappa.
- B. Special regional meetings may be called any time the regional president is in conference with at least fifty one (51) percent of the regional chapters.
- C. Minutes of all regional business meetings shall be available to all regional chapters on the Ohio Region website.
- D. Robert's Rules of Order shall be the parliamentary guide at all regional business meetings.

Article VIII. Amendment Procedures

Section 1. Ohio Region Advisory Board

The Ohio Region Advisory Board, Regional Officer Team, or any chapter may initiate an amendment proposal by presenting the amendment, in writing, to the Regional Coordinator and the Ohio Region Advisory Board

Section 2. Presenting the Amendment

- A. Written copies of a proposed amendment must be sent to each chapter at least fourteen (14) days prior to voting.
- B. Amendments may be voted on if they were presented at a previous regional convention, conference, or business meeting.

Section 3. Amending the By-Laws

Amending the Regional by-laws shall require a two-thirds (2/3) vote of the chapters present at any regional business meeting or, if the voting is done by mail, email or a two-thirds (2/3) vote of a regional chapters in good standing.

Section 4. Voting

When voting on an amendment is done by mail or email, all eligible chapters not responding within 30 days shall be considered as voting in the affirmative

Section 5. Distribution of Amendments

Distribution of proposed amendments, tabulation of chapter votes, and announcement of the results shall be the responsibility of the Regional Officer Team with assistance of the Regional Coordinator.

Article IX. Ratification

- Section 1.** These By-Laws shall become effective, replacing the former Regional Constitution upon two-thirds (2/3) vote of chapters.
- Section 2.** These By-Laws or any of the provisions herein may be suspended by a two-thirds (2/3) vote.
- Section 3.** A like two-thirds (2/3) vote is required to reinstate any suspended provision.
- Section 4.** Regarding Article IX., Section 1-3, all chapters in good standing not casting a vote, or, in case of a vote by mail, or email, not responding within thirty (30) days, shall be considered as voting in the affirmative.
- Section 5.** Final interpretation of these By-Laws shall be the responsibility of the Regional President, the Regional Coordinator, Regional Parliamentarian, and the Phi Theta Kappa International Headquarters staff.
- Section 6.** These By-Laws were amended and approved by a majority email vote of all chapters in good standing within the region on December 10, 2019.
- Section 7.** Upon approval of any amendments to the By-Laws, they shall be presented to Phi Theta Kappa Headquarters for final approval and record.