

**BY-LAWS  
OF THE  
ATHENS STATE UNIVERSITY ALUMNI ASSOCIATION  
OF  
THE PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY  
OF THE TWO YEAR COLLEGE**

**Preamble**

We, the members of Phi Theta Kappa Alumni Association at Athens State University hereby associate ourselves to continue to uphold the purposes of Phi Theta Kappa; provide a continuing fellowship of Phi Theta Kappa members; help transfer students become accustomed to the senior institution and the life it affords; and recognize and encourage scholarship and leadership among Phi Theta Kappans.

**Article 1**

***Name***

The name of this organization shall be the Athens State University Phi Theta Kappa Alumni Association .

**Article II**

***Membership***

An alumnus member shall be a former active 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.

**Section 1. Active Members.**

- A. An active member of the Athens State University Phi Theta Kappa Alumni Association shall be a student attending Athens State University; have been an active member in good standing of Phi Theta Kappa at a two-year college; and, pay a one-time fee to the alumni association upon application.
- B. Membership is open to all qualified persons without regard to race, creed, religion, sexual orientation, disability or national origin.

**Section 2. Honorary Members.**

An honorary alumnus member shall be a full-time Athens State faculty or staff person who has rendered distinguished service to the alumni association and who was previously a member of a Phi Theta Kappa chapter.

- A. Honorary members shall not have the right to vote, hold office or represent the Society. Nor shall honorary members be asked to pay membership fees to the alumni association.
- B. Honorary alumni membership shall be placed in nomination to the general membership of the alumni association. A two-thirds (2/3) vote of members attending a general meeting may elect an honorary alumni member.

**Article III**

***Officers and Duties***

The elected officers of this organization shall be: President, Vice President, Treasurer, Secretary, Parliamentarian and Historian.

**Section 1.** The duties of the President shall be to preside over all alumni association meetings, to serve as chairman of the Executive Board, to appoint all committees, to enforce the By-Laws, to call special meetings, to act as spokesperson for the alumni association, and to ensure that proper procedures are followed with regard to university and Phi Theta Kappa policy.

**Section 2.** The duties of the Vice President shall be to serve as Acting President in the absence of the President, to serve on the Executive Board, to serve as an ex-officio member of all committees and to serve as program chairperson.

**Section 3.** The duties of the Treasurer shall be to serve on the Executive Board, to collect fees, to maintain accurate accounting records, to deposit promptly into the Phi Theta Kappa account all money received, to process applicable payments, and to render financial reports upon request.

**Section 4.** The duties of the Secretary shall be to serve on the Executive Board, to keep the minutes of the Executive Board and General Assembly meetings, to maintain a membership roster, to provide members notification of all meetings, to take roll call, to act as corresponding agent at all levels, and to report alumni association activities to the student newspaper and Phi Theta Kappa Headquarters.

**Section 5.** The duties of the Parliamentarian shall be to serve on the Executive Board, to aid the President in ensuring that proper procedures are followed with regard to university and Phi Theta Kappa policy, to work with the Office of Student Affairs in coordinating all projects, and to ensure that order is established and maintained at all meetings.

**Section 6.** The duties of the Historian shall be to serve on the Executive Board, to maintain a scrapbook containing alumni association activities, and to promote publicity for the alumni association.

## Article IV

### *Executive Board*

The Executive Board shall consist of all elected officers and two members elected at-large. The advisor/facilitator(s) shall serve as an ex-officio, non-voting member.

**Section 1.** The duties of the Executive Board shall be to handle all questions not specifically dealt with in this document; to make recommendations to the membership; and to submit an Alumni Annual Report to Phi Theta Kappa Headquarters by the stated deadline.

**Section 2.** The Executive Board shall meet at the call of the chair.

**Section 3.** All by-law and fiduciary decisions shall be advisory. The membership must vote on all recommendations, which to go into effect, must be approved by a simple majority of those voting.

**Section 4.** Five (5) members of the Executive Board shall constitute a quorum.

## Article V

### *Election of Officers*

**Section 1.** An election committee appointed by the President will present a slate of officers for consideration and open the floor for other nominations at the last meeting preceding the election week.

**Section 2.** One week during the month of March shall be designated as election week.

**Section 3.** Voting shall be by secret ballot.

- Section 4.** Balloting times and locations shall be designated by the election committee at the last General Assembly meeting preceding the election week.
- Section 5.** A simple majority of all members voting shall constitute a choice.
- Section 6.** In the event of a tie, a run-off election shall be held. Balloting times and locations for the run-off election shall be designated by the election committee at the General Assembly meeting preceding the run-off election.
- Section 7.** Any active member in good standing may vote and be a nominee for office if he or she has a minimum 3.0 GPA.
- Section 8.** Votes shall be counted by the association advisor/facilitator(s) or someone designated by the advisor/facilitator(s).
- Section 9.** Installation of new officers shall occur at the General Assembly meeting immediately following the election week.
- Section 10.** The term of office shall be for a period beginning with the installation in spring and continuing until the installation of officers the following spring.

## **Article VI**

### ***Qualifications for Officers***

- Section 1.** All active members are eligible to become officers.
- Section 2.** Officers must be members in good standing and meet all qualifications for active membership.
- Section 3.** Officers must maintain a minimum 3.0 GPA.

## **Article VII**

### ***Removal from Office***

- Section 1.** Any elected officer who fails to maintain active membership, who fails to perform his or her duties, or who fails to uphold the purpose of the Society and his or her office is subject to removal.
- Section 2.** The procedure for submitting charges against an officer shall be as follows:

- A. Each party presenting charges shall prepare a written statement to be presented to the Executive Board. This statement shall include whatever information deemed pertinent to the conflict.
- B. The Executive Board and Advisor/Facilitator(s) shall review these statements and provide the opportunity for each party to discuss the conflict with them.
- C. The Executive Board and Advisor/Facilitator(s) shall present a recommendation to parties presenting charges and to the officer in question.
- D. If the recommendation is not acceptable to any of the involved parties, referral shall be made by the Executive Board and Advisor/Facilitator(s) to the General Assembly for final appeal.

**Section 3.** A three-fourths vote of the General Assembly shall be necessary to remove any officer; this vote shall be made by secret ballot and counted by the association advisor/facilitator(s).

**Section 4.** An officer failing to maintain active membership or GPA requirements shall automatically forfeit the office.

**Section 5.** In the event a vacancy occurs in an elective office, a special election will be held to fill the vacancy. If a vacancy occurs in January or February, the Executive Committee may appoint an interim officer.

## Article VIII

### *Advisor/Facilitator*

**Section 1.** This association shall have an advisor/facilitator appointed by the university administration after consultation with the alumni association membership.

**Section 2.** The advisor/facilitator shall be a member of the faculty or staff of Athens State University, appointed by the university administration.

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

## Article IX

### *Meetings and Fees*

- Section 1.** Meetings shall be held regularly at a time to be specified by the organization at the first General Assembly meeting of the term.
- Section 2.** All active members must pay an initial fee to be on the alumni association roster. Honorary members shall not pay fees.
- Section 3.** The Advisor/Facilitator shall serve as the point of contact for collecting applications and fees. The Treasurer shall be responsible for depositing the collected monies and maintaining the financial records.
- Section 4.** All accounts held in the name of the alumni association shall be audited annually by the Advisor/Facilitator and another Athens State University faculty or staff member. An audit report will be presented to the General Assembly.

## ARTICLE X

### *Quorum*

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

## ARTICLE XI

### *Robert's Rules of Order*

All meetings shall be conducted using Robert's Rules of Order as a guide publication. Any situation not covered in this document, or under consideration by the Executive Board, shall be governed by Robert's Rules of Order.

## ARTICLE XII

### *Amendments*

- Section 1.** Amendments of the By-Laws shall be submitted to any officer or advisor/facilitator in writing for submission to the members for a vote at the next General Assembly meeting.

- Section 2.** Notice shall be given to all active members prior to any vote to amend these By-Laws.
- Section 3.** These By-Laws may be amended by a two-thirds vote of the active membership.
- Section 4.** Amendments shall become effective upon ratification by the membership and the approval by Phi Theta Kappa Headquarters.

## **ARTICLE XIII**

### ***Ratification***

- Section 1.** These by-laws shall become effective upon:
- A. Approval of the Vice President of Student Affairs Office at Athens State University.
  - B. Approval by Phi Theta Kappa Headquarters.
  - C. Affirmative vote by a majority of the General Assembly of the Athens State University Phi Theta Kappa Alumni Association.
- Section 2.** Upon ratification, these by-laws shall become the governing document of this alumni association, superseded only by the Phi Theta Kappa International Constitution and the policies and procedures of the university.

## **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 in its treasury and in all its accounts shall be frozen except for payment to creditors as of that date, and shall be turned over in-full to the Phi Theta Kappa Headquarters within thirty (30) days of the final dissolution of the association.