

BYLAWS 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 fulltime 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 majority vote of those present at the general assembly meeting in which the proposed honorary members are under consideration will determine honorary membership.

C. The Association will recognize elected honorary members at induction.

Article III Officers and Duties

The elected officers of this organization shall be: Past-President, President, Vice President of Leadership, Vice President of Fellowship & Service, Vice President of Scholarship, Vice President of Communications, and Vice President of Membership.

Section 1. The duties of the Past President shall be to be in an advisory/mentor capacity to the Association. The Past President will serve on the Elections Committee and Review Board and in ex-officio status on the Executive Board, as well as to ensure that order is established and maintained at all meetings. The Past President can call a special meeting, if needed.

Section 2. 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. The President will serve if necessary on the Review Board.

Section 3. The duties of the Vice President of Leadership shall be to serve as Acting President in the absence of the President and to serve on the Executive Board. The Vice-President of Leadership may call special meetings, if necessary. It will be the responsibility of the Vice-President of Leadership to serve as chairperson for all activities and initiatives related to the hallmark of leadership and ensuring that proper procedures are followed with regard to university and Phi Theta Kappa policy

Section 4. The duties of the Vice President of Fellowship & Service shall be to serve on the Executive Board and to serve as chairperson for all activities and initiatives related to the hallmarks of fellowship and service. The Vice President of Fellowship & Service can call special meetings, if needed.

Section 5. The duties of the Vice President of Scholarship shall be to serve on the Executive Board and serve as chairperson for all activities and initiatives related to the hallmark of scholarship. The Vice-President of Scholarship can call special meetings, if needed.

Section 6. The duties of the Vice President of Communication shall be to serve on the Executive Board, to keep the minutes of the Executive Board and General Assembly meetings, maintain a scrapbook containing alumni association activities, to promote

publicity for the alumni association, to act as corresponding agent at all levels, report alumni association activities to the student newspaper and Phi Theta Kappa Headquarters, to provide members notification of all meetings, and to work with the Office of Student Affairs in coordinating all projects.

Section 7. The duties of the Vice President of Membership shall be to serve on the Executive Board, to maintain accurate accounting records, to ensure proper financial record retention, including all Phi Theta Kappa account all money received, to process applicable payments, and to render financial reports upon request, as well as regularly update membership roster. The role of Vice President of Membership will assist the Vice President of Communications, as needed.

Article IV

Executive Board

The Executive Board shall consist of all elected officers.

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 any officer.

Section 3. All bylaw 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 present.

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

Article V

Election of Officers

Section 1. The Athens State University Phi Theta Kappa Alumni Association membership application will contain an option to self-nominate for an officer position. Any current Alumni Association member can also nominate another member to serve or if presently an officer can self-nominate. All nominations will be submitted to the Association Advisor. All nominees for officer must complete an officer application.

Section 2. Beginning February 1st of each calendar year, application for officer positions for the upcoming calendar year will be accepted. Applications are available from the Alumni Association Advisor. Officer candidates should submit their application to the Association Advisor no later than February 15th.

Section 3. The Association Elections Committee will administer Association officer elections and will consist of the Association Past-President and Association Advisor(s).

Section 4. The Association Elections Committee will review submitted officer candidate applications and select no more than three (3) candidates for each officer position. These officer finalists will present a speech before an Association General Assembly Meeting no later than March 15th. Following the speech a general election by secret ballot will be conducted. Each Association member in good standing will be eligible to vote and votes will be tallied by the Association Election Committee.

Section 5. A simple majority of all members voting shall constitute a choice.

Section 6. In the event of a tie, the Election Committee will select the prevailing candidate.

Section 7. Installation of new officers shall occur at the spring induction ceremony.

Section 8. 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 unless approved by the Elections Committee based on mitigating circumstances.

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. Any written complaint received from any member or officer in good standing submitted to the Association Advisor pertaining to dissatisfactory completion of duties (Article III) by a current officer will be considered by a designated Review Board. The Review Board will consist of the current Association Advisor(s) and the Past President (unless the complaint is with the Past President in which the alternate will be the President). The Review Board will investigate and provide a response to the complainant. As appropriate, the Review Board will address any performance issues that were discerned from the investigation with the respective officer. If performance issues were found, it is at the discretion of the Review Board to determine if the officer should be removed from office.

Section 3. In the event a vacancy occurs either through removal or resignation in an elective office following the annual election, the Executive Board 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. Preference should be given to faculty/staff who were previously inducted into Phi Theta Kappa.

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, but determined based on planned Association Activities.

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 shall serve as the point of contact for collecting applications and fees. The Vice-President of Membership will be responsible for retaining financial records of these transactions.

Section 4. All accounts held in the name of the alumni association shall be audited annually by the Advisor and another Athens State University faculty or staff member. An audit report will be presented at general assembly meeting.

ARTICLE X

Quorum

A quorum for a general assembly meeting shall consist of those members present at any announced meeting plus five (5) officers.

ARTICLE XI

Robert's Rules of Order

At appropriate decision making meetings Robert's Rules of Order will serve as a guide publication.

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 discussion at the next General Assembly meeting. Any proposed by-law changes will be considered at the annual by-law review meeting with the Executive Board and interested members, especially those who have submitted the recommended changes.

Section 2. Notice shall be given to all active members prior to any vote to amend these ByLaws.

Section 3. These ByLaws may be amended by a majority of those present at the by-law review meeting.

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 bylaws 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 those present at the general assembly by-law review meeting

Section 2. Upon ratification, these bylaws 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 bylaws 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.