



Mission, Objectives and Goals of the Illinois Region Alumni Association

Mission Statement

The mission of the alumni association is to support the people, programs and priorities of the Phi Theta Kappa Honor Society. Alumni have valuable contributions to make to Phi Theta Kappa. Through alumni support, the integrity of the Society's programs and service will be protected, and new programs and services can be developed and offered in the future.

Objectives

- Stay abreast of Phi Theta Kappa programs and people through publications
- Provide recognition to outstanding two-year college members and advisors
- Assist two-year college chapter, members and advisors as they need
- Provide support for two-year chapter members to attend regional and international events and meetings
- Work in collaborative activities with the two-year chapter to support the college and the community
- Support the Society's two-year programs and people by contributing to Phi Theta Kappa's scholarship and special funds
- Provide programs and materials designed to ease members' transfer from the two-year college to the senior institution

Goals

Based on the Alumni Five Star Plan, how many stars will your Association attempt to reach. 5

What are ways the Association can assist members and chapters reach their goals?

Plan one Fundraiser per Calendar year

Induct new IRAA members at Regional Convention

Have two Alumni Engagement Events per year

Have members participate/volunteer at all three levels (Chapter/Region/International)

Complete at least one fundraiser for Scholarship

Award scholarships(s) to current members or Golden Opportunity for eligible Students

Action Plans

Host two Alumni Socials per calendar year

Facilitate Educational forums at Regional events

Plan and host an educational trivia competition at one of the regional events.



BYLAWS OF THE ILLINOIS REGION ALUMNI ASSOCIATION

Preamble

We, the members of the Phi Theta Kappa Alumni Association hereby associate ourselves to continue to uphold the purposes of Phi Theta Kappa; provide a continuing fellowship of Phi Theta Kappa members; help our fellow members and their advisors; and recognize and encourage scholarship and leadership among Phi Theta Kappans. Inasmuch, the association is an extension of Phi Theta Kappa and its chapters, colleges, regions and senior institution partners, the Association is subject to all applicable rules and policies as introduced by Headquarters and its representatives. The Association's program of work is at the discretion of chapter and college administrators, regional coordinators, advisors and Phi Theta Kappa Headquarters for the benefit of current and future Phi Theta Kappa members.

Article 1

Name and purpose of the Organization

The name of this organization shall be the Illinois Region Alumni Association (IRAA) of the Phi Theta Kappa Honor Society of the Two-Year College (hereafter: the Association). The purpose of the Association is to support and promote the people, programs and priorities of Phi Theta Kappa Honor Society, and supporting the chapters of the Illinois Region.

Article II

Membership

An alumnus member shall be a former active member of the Society who left the chapter in good standing. All members of the Association will adhere to Phi Theta Kappa's Code of Ethics. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited.

Section 1. Active Members.

- A. An active member of the Association shall be an alumnus of Phi Theta Kappa; have been an active member in good standing of Phi Theta Kappa at a two-year college; and, maintain a current fees status to the alumni association.
- B. A member of the Association shall be any former member of Phi Theta Kappa who was inducted into a chapter in the Illinois Region or a former member of Phi Theta Kappa from another region in the Society who resides within the state of Illinois and who has paid Illinois Regional Alumni Association fee.

Section 2. Honorary Members.

An honorary alumnus member shall be a person who has rendered distinguished service to the alumni association and was previously inducted as an honorary member into 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.

Article III
Officers and Duties

The elected officers of this organization shall be: President, Vice President, Treasurer, Secretary, Public Relations Secretary, and one (1) District Representative from each of the four (4) Illinois Districts. All officers will serve members, chapters, and regions of Phi Theta Kappa – to include responsibilities defined in the bylaws and duties that arise with the needs of those the Association pledges to support.

- Section 1. **President** |** 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 Bylaws, to call special meetings, to act as spokesperson for the alumni association, to ensure that proper procedures are followed according to Phi Theta Kappa policies and procedures; and attend the Illinois Regional Officer Training and Summer Planning Session or designate a member of the Executive Board to attend in their stead when invited by the Regional Coordinator. The President will report Association activities and goals to appropriate advisor(s), regional coordinator(s), and Headquarters staff.
- Section 2. **Vice President** |** 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; and help plan events and activities with the District Representatives that encourage unity and aid to the Illinois Region and its members; ensure that each District Representative maintains communication throughout their respective District.
- Section 3. **Treasurer** |** 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. Financial reports should be submitted at least once a year to all appropriate advisors/coordinators and Headquarters. The Treasurer will share check signing abilities with the Association president and all advisors.
- Section 4. **Secretary** |** 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 and advisor(s) with one week’s notification of all meetings, to take roll call, to act as corresponding agent at all levels – including with represented regions, chapters, colleges or universities.
- Section 5. **Public Relations Secretary** |** The duties of the Public Relations Secretary shall be to correspond with the Illinois Region alumni as a whole, other Phi Theta Kappa alumni chapters, and Phi Theta Kappa International Headquarters; be responsible for the Illinois Region Alumni Association website, social media, and newsletter; take pictures or ensure that pictures are taken at all alumni activities and events; promote the Illinois Regional Alumni Association supported activities; coordinate the communication with the other districts within Illinois; and serve as a member of the Executive Board.
- Section 6. **District Representatives** |** The duties of the District Representatives shall be to serve as members of the Executive Board contributing the ideas, feelings, motivations, and other events within their district.

Article IV
Executive Board

- Section 1.** The Executive Board shall consist of all elected officers and two members elected at-large. The Association and Chapter Advisor(s) and Regional Coordinator(s) (when applicable) shall serve as ex-officio, non-voting member(s). 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, with copies to the appropriate chapter advisor or regional coordinator.
- 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.** Simple majority of members of the Executive Board shall constitute a quorum.

Article V
Election of Officers

- Section 1.** All paid, active association members in good standing are eligible to become officers.
- Section 2.** Nominations for office shall be received no later than two (2) weeks prior to the annual meeting. Nominations shall be provided to the members in good standing no later than one (1) week prior to the annual meeting. Nominations will also be accepted from the floor at the annual meeting if an office for election has one or fewer candidates nominated. Nominations will only be accepted for candidates who are members in good standing and eligible to run for office.
- Section 3.** Voting shall be by secret ballot by all members in good standing. Votes may be made in person, by proxy or electronically. A simple majority of all members voting shall constitute a choice as counted by the Association Advisor or appointee. President will only vote in the case of a tie; Association Advisors will not vote.
- Section 4.** The term(s) of office:
- A. The terms of office for the President and Vice President shall be for one year, from the annual meeting to the annual meeting. Upon completion of the one-year term as Vice President, the Vice President shall serve a one-year term as President.
 - B. The terms of office for the Secretary and Public Relations Secretary shall be for two-year staggered terms. The Secretary will be elected in odd years; the Public Relations Secretary will be elected in even years.
 - C. The Treasurer will serve a two-year term at the appointment of the Executive Board, to be confirmed by the membership by a majority vote.
 - D. The terms of office for the four District Representatives shall be for one year.
- 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 within 6 months prior to the election date, the Executive Board may appoint an interim officer.
- Section 6.** Installation of new officers shall occur during The Illinois Regional Convention at the annual business meeting.

Article VI
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. A written statement to be presented to the Executive Board and/or Association Advisor(s). This statement shall include whatever information deemed pertinent to the conflict.
 - B. The Executive Board and Advisor(s) shall review these statements and provide the opportunity for each party to discuss the conflict with them.
 - C. The Executive Board and Advisor 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 to the General Assembly for final appeal.
- Section 3.** A simple majority vote of the Executive Board shall be necessary to remove any officer; this vote shall be made by secret ballot and counted by the association Advisor(s).
- Section 4.** In the event a vacancy occurs in an elective office, a special election will be held to fill the vacancy. If a vacancy occurs within 6 months prior to the election date, the Executive Board may appoint an interim officer.

Article VII
Advisor - Regionally Based

- Section 1.** This association shall have an Advisor appointed by the Regional Coordinator after consultation with the alumni association membership. The Advisor shall be a chapter advisor or an alumnus designated by the chapter administrator.
- Section 2.** The Advisor(s) shall perform all duties and responsibilities as defined by Phi Theta Kappa Headquarters.

Article VIII
Meetings and Fees

- Section 1.** Meetings shall be set at the discretion of the membership. An annual meeting is mandatory for the election of officers and the conducting of business. This annual meeting shall be held during The Illinois Regional Convention. Additional meetings may be called by the Executive Board; members will have one week's notice of all meetings.
- Section 2.** Meetings of committees and sub-committees shall be ad-hoc. These groups shall select their chairs by consensus of the members. Committee meetings shall be called by the chair of the committee. Procedures at such meetings are left to the discretion of the committee chair. Reports of each meeting shall be given to the members at the following association meeting.
- Section 3.** Alumni association fees shall be set by the membership in a simple majority vote of the Executive Board. All active members must pay annual or lifetime fees to be on the alumni association roster. Honorary members will not pay fees.
- Section 4.** The Treasurer shall collect all alumni association fees, when applicable. Alumni failing to maintain current fees-paying status forfeit the right to vote and hold office.

Section 5. All accounts held in the name of the alumni association shall be audited annually and an audit report presented to the General Assembly.

Article IX
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 or email from at least simple majority of the Executive Board.

A. Reimbursement requests should be submitted to the Treasurer with accompanying receipts.

Section 2. All accounts held in the name of the association shall be verified annually through a written report presented to the membership by the Treasurer. The Treasurer will arrange to have a monthly statement from the bank holding the association account(s) to be shared with the Executive Board and Advisor(s).

Article X
Quorum

A quorum shall consist of those members present at any announced meeting. Association members will be provided opportunities to vote and respond electronically or by proxy.

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 bylaws shall be submitted to the President in writing for submission to the members for a vote at the next General Assembly meeting or by electronic means.

Section 2. Notice shall be given to all active members prior to any vote to amend these bylaws of at least three weeks.

Section 3. These bylaws may be amended by a two-thirds vote of the active membership given a period of up to 2 weeks to vote electronically prior to the General Assembly 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 by Phi Theta Kappa Headquarters after conferring with appropriate administrator(s), chapter advisor(s) or regional coordinator(s).
 - B. Affirmative vote by a majority of the Association quorum.
- Section 2.** Upon ratification, these bylaws shall become the governing document of this alumni association, superseded only by the Phi Theta Kappa International Constitution, Phi Theta Kappa Honor Society bylaws, and the policies and procedures of Phi Theta Kappa.

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.
- Section 3** Associations failing to comply with Phi Theta Kappa policies and procedures will be dissolved/retired. A six-month warning will be submitted to advisors and officers to allow compliance.

Headquarters Approval Date:

Ratification Date by General Assembly: January 30, 2019