

Phi Theta Kappa
International Honor Society of the Two Year College
Bylaws of the Michigan Region

Last Updated: October 2020 (v15)

ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be the Michigan Region of Phi Theta Kappa International Honor Society.

ARTICLE II: PURPOSE OF ORGANIZATION

The purpose of the Michigan Region of Phi Theta Kappa is to enhance leadership development, scholarly growth, service to our communities and fellowship across our region through collaboration and communication in programming and events for all Michigan PTK members, chapters, and alumni chapters.

ARTICLE III: MEMBERSHIP IN THE ORGANIZATION

Section 1. Active Membership

Members of the Michigan Region shall consist of all Phi Theta Kappa chapters in Michigan that have been chartered by the International Phi Theta Kappa Society and are in good standing.

Section 2. Alumni Members

Any members of Phi Theta Kappa, who upon leaving their college as a member in good standing, are eligible to be called a Phi Theta Kappa Alumnus. An alumnus of any Michigan Region Chapter shall be entitled to all the privileges of active membership except the right to vote.

Section 3. Provisional Members

A provisional member of the Michigan Region is a student who, in the opinion of the local chapter, has shown an active interest in the affairs of the chapter/Region but who does not meet the full requirements for active membership in the Society. A provisional member will not have the right to vote or hold office.

ARTICLE IV: EXECUTIVE BOARD

The Executive Board of the Michigan Region shall be composed of the Regional Coordinator, Assistant Regional Coordinator, Advisors' Council and Regional Officers (MRAA President or their designee may be asked to meetings when deemed necessary). The Regional Coordinator, Assistant Regional Coordinator, Advisors' Council and MRAA President (if present) shall serve as non-voting ex-officio members of this Board.

Section 1. Responsibilities of the Executive Board

- A. The Executive Board shall work with the host chapters to plan and approve the agenda for all Regional Meetings.

- B. The Executive Board shall approve the financial report prior to it being presented at the Regional Meetings.
- C. The Executive Board shall assist in the development of Hallmark preparation sessions for College Project, HIA, Individual, Team and Regional Awards.
- D. The Executive Board shall appoint a replacement for a Regional Officer who is removed from office or who resigns from office.
- E. The Executive Board in consultation with the Regional Coordinator shall make recommendations for the Region's Presidential Ambassador.

ARTICLE V: REGIONAL COORDINATOR

The Regional Coordinator serves as the leader of the Region. The Coordinator facilitates the integral relationship among chapters in the region, between Headquarters and the chapters, and between Phi Theta Kappa and the institution. The Regional Coordinator shall be appointed by the Executive Director of Phi Theta Kappa. The Regional Coordinator must be a current advisor at an active Michigan Region chapter of Phi Theta Kappa.

Section 1. Responsibilities of the Regional Coordinator

The responsibilities of the Regional Coordinator shall be as follows:

- A. The Regional Coordinator shall serve as the leader for the Michigan Region.
- B. The Regional Coordinator shall oversee the election and training of the Regional Officers (with assistance from the Advisors' Council).
- C. The Regional Coordinator shall maintain communication with the Advisor's Council and advisors of all chapters in the Region.
- D. The Regional Coordinator will recognize advisors based on years of services and Five Star Advisor Training completion at the Regional Convention.
- E. The Regional Coordinator shall advise the Executive Board of any chapter not in good standing at the time of the Regional Convention and will serve as the liaison between chapters and Headquarters when there are identified financial discrepancies.
- F. The Regional Coordinator shall prepare and present a regional update report at every Regional Conference/Convention.
- G. The Regional Coordinator shall execute the financial transactions of the region and assist the Regional Officers in presenting a financial report at each Regional meeting following approval of the financials by the Executive Board.
- H. The Regional Coordinator shall attend International meetings and represent the Michigan Region.
- I. The Regional Coordinator shall work with Phi Theta Kappa Headquarters staff and communicate HQ updates in all matters that affect the Region and the chapters.

Section 2. Veto Power of the Regional Coordinator

The Regional Coordinator has the authority to veto a decision of the Executive Board if they believe the decision will be harmful to the region.

ARTICLE VI: ASSISTANT REGIONAL COORDINATOR

The Assistant Regional Coordinator (ARC) shall be an advisor of an active chapter of the Michigan Region who is appointed by the Regional Coordinator and approved through PTK Headquarters. Their duties shall be to work collaboratively with the Regional Coordinator, the Advisors' Council and Regional Officers to promote regional goals and programs within the Michigan Region. The Assistant Regional Coordinator shall be actively involved in planning and assisting with the coordination of Regional events, Regional Officer training & development, Advisor training and support and any other functions deemed necessary by the Regional Coordinator. In the absence of the Regional Coordinator, when asked, the Assistant Regional Coordinator may act in their place.

ARTICLE VII: REGIONAL ADVISORS' COUNCIL

The Regional Advisors' Council consists of the three advisors, nominated and elected by the advisors of the Michigan Region and the Regional Coordinator.

Section 1. Responsibilities of the Advisor's Council

The duties of the Advisors' Council of the Michigan Region shall be as follows:

- I. Region Responsibilities
 - A. Help focus the Region's promotion and programming on the four PTK pillars: scholarship, leadership, fellowship and service through goal development.
 - B. Collaborate with host chapter to establish learning outcomes for the conference/ convention and provide additional support as needed.
 - C. Develop and implement leadership sessions focused on problem solving, conflict management, teamwork, strengths, emotional and connectional intelligence, communication and other pertinent topics.
 - D. Develop and implement strategies to promote Edge programs.
 - E. Develop and implement drive-in (or virtual) workshops focused on Hallmark writing.
 - F. Assist in the development of team initiatives that lead to chapter collaboration and learning across the region.
 - G. Assist in the development of regional goals and projects.
 - H. Develop and implement an annual regional service project.
 - I. Serve on Regional election committee.
 - J. If the Regional Coordinator is unable to perform their duties, the Advisors' Council will assume the duties of the Regional Coordinator until a new and/or interim Regional Coordinator is appointed by Headquarters.
 - K. Work collaboratively with MRAA through sharing and implementation of goals.
 - L. Advisors' Council Secretary shall take minutes at Executive Board meetings and distribute these to the appropriate parties within two weeks of the meeting.
- II. Advisors Responsibilities
 - A. Develop and implement at least one annual Advisor Training.
 - B. Collaborate with chapter advisors to determine needs and identify resources to help support advisor growth and development.
 - C. Facilitate monthly advisor zoom (or other virtual technology) sessions based on

identified support needs of the advisors or Regional initiatives.

- D. Develop, implement and provide oversight of mentoring programs for advisors.
- E. Identify opportunities to celebrate successes and provide recognition for work of advisors.

III. Regional Officer Responsibilities

- A. Collaborate with the Regional Officers in the development of the annual budget and any financial reports presented to the Region.
- B. Develop activities to increase interaction between chapters, MRAA and Regional Officers.
- C. Assist with training and development of Regional Officers through meetings, trainings and mentoring oversight.

Section 2. Election to Office

Advisors' Council members shall be elected by a majority of the advisors attending the Regional Convention during the advisors lunch meeting. Each chapter shall have one vote and shall designate one advisor to serve as the chapters voting delegate. Members of the Advisors' Council shall serve a three-year term, though can serve consecutive terms if nominated and elected. One new member shall be elected annually and the new member shall serve as the Committee's Secretary. The preceding Secretary shall become the Vice Chair and the preceding Vice Chair shall become the Chair. If a vacancy occurs on the Advisors' Council, the Regional Coordinator will advertise a call for nominations and an electronic vote will be held within 30 days to fill the vacancy.

ARTICLE VIII: REGIONAL OFFICERS

The Regional Officers consists of four members who opt to run for regional office and are elected by the chapters within the Michigan Region. They serve to provide direction, support, leadership, mentoring and development to chapters across the region through activities, communications, events, and presentations.

Section 1. Responsibilities of Regional Officers

The duties of the Regional Officers of the Michigan Region shall be as follows:

- A. Preside over Michigan Region conferences and events.
- B. Establish and maintain the CORE (Chapter Officer Regional Encouragement) program.
- C. Encourage chapter participation and monitoring of the Five Star Chapter Development program including all Edge programs.
- D. Recognize and encourage the academic achievement of Michigan Region members and chapters.
- E. Provide opportunities for individual growth and development to Michigan Region members and chapters through events focused on the four hallmarks (scholarship, leadership, service, and fellowship).
- F. Speak at chapter induction ceremonies, membership recruitment events, and other events when requested/invited.
- G. Represent the MI Region at Headquarter or other Region's events as well as opportunities

- through MCCA and/or other groups/ organizations when invited.
- H. Develop and implement learning sessions based on information Regional Officer's learned through Honors Institute.
 - I. Set goals and facilitate events/projects for the MI Region utilizing the Areas of Excellence and write the Regional Hallmark Award entries in collaboration with Advisors' Council.
 - J. Work collaboratively with MRAA through sharing and implementation of goals.
 - K. Help chapters develop PTK Day events and activities on their campuses.
 - L. Coordinate all aspects of social media to enhance communication across the region to members and advisors.
 - M. Develop and distribute a Regional Newsletter at least once each semester.
 - N. Recruit members to run for regional office and assist with regional elections. Offer virtual officer candidate forums to generate enthusiasm around being a regional officer.
 - O. Assist with the transition/training of new Regional Officers.
 - P. Take minutes from Regional business meetings and distribute these to the appropriate parties within two weeks of the meeting.

Section 2. Qualifications of Regional Officers

Candidates for Regional Office must meet the following guidelines:

- A. Candidates must be members of a chapter in good standing and meet all the requirements of membership in that chapter.
- B. Candidates must be nominated by their chapters, and their names should be received in writing by the Regional Coordinator at least two weeks prior to the Regional Convention. If necessary to prevent an incomplete ballot, the Executive Board shall seek additional candidates prior to the Regional Convention.
- C. Candidates must be present at the Regional Convention in order to campaign. In the event of an extenuating circumstance, a candidate may appeal to the Executive Board to appear virtually. The Executive Board's decision is final.
- D. Regional Officers must be attending an accredited Michigan Region College during their term of office. Elected officers must take a minimum of three (3) credit hours during the regular academic year (defined as fall and winter/spring semesters). They must remain a member of their Michigan Region Phi Theta Kappa chapter during their term of office.
- E. All successful candidates for Regional office must sign the Honor Code when submitting their application to run for office. All elected officers must abide by it and all other policies of the Board of Directors of Phi Theta Kappa or be subject to the provisions of Article VII, Section 6.

Section 3. Election Process

- A. The Election Committee shall consist of the Advisors' Council. The election committee shall be chaired by the Advisors' Council Chair.
- B. The Election Committee shall prepare nomination forms for the Regional Offices and send them to each chapter. These forms shall be returned to the Regional Coordinator upon completion.
- C. The Election Committee shall prepare written or electronic ballots to be used for the elections at the Regional Convention.
- D. Two members of the Advisors' Council (who do not have members running for office) shall tally the ballots with the Regional Coordinator. Each Regional Officer will announce their successor

during the final session of the Regional Convention.

Section 4. Election to Office

- A. The Regional Officer elections will be held annually at the Regional Convention.
- B. Each chapter will designate one member to serve as the chapter's voting delegate and they will cast votes for their top four candidate choices. Officers shall be elected by a simple majority of the voting delegates at the Regional Convention.
- C. The four officer candidates who receive the highest number of votes will be elected as the Regional Officer team. Positions and roles of each candidate elected shall be determined through the course of the Regional Officer training by the Regional Coordinator in conjunction with the Advisors' Council.
- D. In the event of a tie for the number four spot on the officer team, there will be a runoff election between the candidates who are tied. All voting delegates will get one vote to cast for the runoff election to break the tie.
- E. In the event a chapter does not want to vote for four candidates, an option for a vote of "no confidence" will be available for each candidate.
- F. A chapter may nominate up to two candidates to run for Regional office. In the event that fewer than four students plan to run for Regional Office, the Advisors' Council will work with the Regional Coordinator and reach out to chapters to identify other candidates to fill the void.
- G. Any elected or appointed officer may not subsequently be elected to the same or another regional office.

Section 5. Vacancy of Office

In the event a Regional Officer chooses to vacate their position:

- A. They must submit in writing the request to vacate their position to the Executive Board.
- B. They should give two weeks' notice when vacating the office except in extenuating circumstances.
- C. The Executive Board shall determine if a redistribution of duties or replacement is warranted. If replacing the Regional Officer, the decision is determined by the Executive Board.

Section 6. Removal from Office

A Regional Officer may be removed from office under the following conditions:

- A. An officer can be removed by the Regional Coordinator if they have fallen below their chapter's membership requirement for good standing or are in violation of the Honor Code.
- B. A request with full explanation of concerns can be submitted to the Executive Board from a chapter in good standing requesting the removal of an officer. An officer can be removed from office for failure to perform their duties as described in Article VII, Section 1, or for misconduct in their performance as an officer. The officer shall be given the opportunity to respond to the allegations at a special meeting of the Executive Board, who will then determine the merit of the petition. Following the Executive Board's decision, the next steps may include professional

development or removal from office.

Section 7. Terms of Service

Each elected Michigan Regional Officer shall serve a one year term. Officers will be installed at the last general session of the Regional Convention and shall assume their duties immediately, except in years when the Regional Convention takes place prior to that year's International Convention. In such cases, the newly elected officers do not assume office until the day following the adjournment of the International Convention. The officers shall hold office until the subsequent Regional Convention except as defined above.

ARTICLE IX: MICHIGAN REGIONAL ALUMNI ASSOCIATION (MRAA)

We, the members of the Michigan Region Alumni Association of the Phi Theta Kappa International Honor Society, 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 X: APPEAL PROCESS

- A. If two or more members of the Regional Officer Team are dissatisfied with the Regional Coordinator's rationale for a veto of the board action, they can appeal to the Advisors' Council Chair, who shall, within two weeks of receiving the appeal, confer with the Regional Coordinator and other members of the Advisors' Council to determine if the complaint has merit. If a majority of the Advisors' Council vote in favor of the appeal, the Regional Coordinator's decision is overruled.
- B. If a member of the Advisors' Council is dissatisfied with the Regional Coordinators rationale for a veto of the Advisors' Council action, they must submit a written statement to the Regional Coordinator within two weeks of the action with the support of at least one other Advisors' Council member. The Regional Coordinator then has one week to respond.
- C. Regional Officers or the Advisors' Council can appeal the Regional Coordinator's decision to Headquarters who shall have the final determination. This can be done through submitting a written statement to the Vice President of Student Engagement within one week of the final decision from the Regional Coordinator. The Vice President of Student Engagement will then have two weeks to overturn the decision or schedule a mediation session to determine a final decision.

ARTICLE XI: REGIONAL EVENTS

Any regional events must be pre-approved by the Executive Board prior to communicating them to the Region.

Section 1: Regional Conferences

Regional Conferences are events such as Leelanau Outdoor Center-LOC (leadership focused), Mini-Honors (Honors in Action focused), or other conference that may be held throughout the year to promote the four pillars and programming initiatives of Phi Theta Kappa.

Section 2: The Regional Convention

The Regional Convention is held in the spring of each year and is the event during which the regional officers are elected and inducted for the following year, is a celebration of the awards earned throughout the Region and approval of bylaw updates. The Regional Convention shall consist of educational (scholarly) sessions, a service component, and leadership growth opportunities.

Section 3: Opportunities for Host Chapters:

The Executive Board will take responsibility for hosting the Leadership Conference at the Leelanau Outdoor Center as long as there is a relationship between LOC and the MI Region. For other conferences:

- A. Any chapter (in good standing) offering to host a regional conference must submit a "conference host- intent to bid" form to the Regional Coordinator by the established deadline.
- B. Chapters requesting to host must present a budget and agenda (with conference theme) to the Regional Membership at the previous conference for vote.
- C. The host chapter for the Regional Convention shall be chosen by a simple majority vote of the chapters present at the previous Regional Convention.
- D. Hosting chapter must follow the Hosting Michigan Region Conferences: General Guidelines. See appendix A (Note: this appendix still needs to be updated and will be shared later).
- E. Hosting chapter should establish learning outcomes based on the honors study topics, chapter development and the PTK pillars.
- F. Hosting chapter should establish a regional conference team consisting of their chapter representatives, one MRAA member and one Regional Officer.

Section 4: Regional Advisor Training

- A. There shall be at least one formal advisor training developed and implemented by the Advisors' Council annually (virtual or in person).
- B. Advisor meetings shall be held monthly to provide information, updates and cover educational topics to enhance the growth and development of advisors within the region.
- C. Money will be set aside in the regional budget each year to assist with the advisor training.

Section 5: Regional Awards

Regional awards are those identified as opportunities for recognition of any member, chapter, alumni, advisor, or affiliated organization within the Region. These awards must be open to regional membership based on a clearly defined description and criteria.

- A. Regional Hallmark Awards are determined based on the points provided by PTK Headquarters.
- B. Unique Regional Awards (SeAI, Alumni, Milestone, etc.) are voted on by the Executive Board.
- C. New regional award proposals shall be submitted to and voted on by the Executive Board.

- D. New regional award submissions must include:
 - i. Name of the award
 - ii. Description of the award
 - iii. Criteria for winning the award
- E. The Executive Board shall present awards at the Regional Convention.

Section 6: Regional Scholarships

Regional scholarships are those established and approved by the Regional Executive Board and must be available to any regional member through established criteria.

- A. Any scholarship denoted as a Regional Scholarship must have a clearly defined description and criteria for awarding and be available to any qualified member within the region.
- B. Any member wanting to earn a regional scholarship should complete the identified application process.
- C. All nominations/applications for regional scholarships will be reviewed by two members of the Advisors' Council/ MRAA Board (who do not have nominee's from their chapter) and are chosen by the Advisors' Council who will determine a winner based on the established criteria.
- D. The Executive Board must approve the development of any new regional scholarship.

ARTICLE XII: PRESIDENTIAL AMBASSADOR OF THE MICHIGAN REGION

The Presidential Ambassador of the Michigan Region is a Michigan Community College President appointed by International PTK Headquarters to serve on the Presidential Advisory Board. The Presidential Ambassador shall represent the Michigan Region of Phi Theta Kappa the Michigan Community College Association (MCCA) and International Phi Theta Kappa meetings and events to promote the growth and advancement of the Regional initiatives.

ARTICLE XIII: REGIONAL FINANCES

Section 1. Regional Fees

- A. Each student inducted into a Phi Theta Kappa chapter shall pay a one-time Regional fee. This fee shall be collected by chapters and sent to Phi Theta Kappa Headquarters, or collected by Phi Theta Kappa Headquarters during online membership acceptance.
- B. Any chapter that has not paid its regional fees, may be in jeopardy of good standing with Headquarters and will work to resolve the situation as soon as possible.

Section 2. Regional Treasury

- A. The Executive Board shall prepare an annual budget. The Regional Coordinator requests checks through PTK Headquarters and manages the regional treasury in collaboration with PTK Headquarters.
- B. The budget shall be presented by a Regional Officer to the entire membership at the Leadership conference for approval. The Regional Coordinator shall present the budget quarterly or as statements are received from Headquarters to the Executive Board.

ARTICLE XIV: AMENDMENT PROCEDURES

Section 1: Proposing an Amendment

A. Any chapter in good standing in the Michigan Region may initiate an amendment proposal by presenting the amendment in writing, signed by any Chapter Officer or with the approval of their Chapter Advisor, to the Regional Coordinator and copied to the Executive Board thirty (30) days prior to the next Regional business meeting.

B. The Executive Board shall send copies of the proposed amendment to every chapter at least two weeks prior to voting.

Section 2: Approval of Amendment

In order to hold a vote on any amendment, there must be a simple majority of the chapters in good standing present at the meeting. The amendment shall require a two-thirds affirmative vote of chapter voting delegates in order to pass. If there is an insufficient representation of chapters at the Regional meeting, an emailed ballot or electronic voting shall be required. The vote by email shall be conducted within thirty (30) days of the Regional meeting and chapters will have two weeks to respond. The ballot will be sent electronically by the Regional Coordinator and a simple majority vote of responding chapters will determine the amendment.

ARTICLE XV: INTERPRETATION AND REVIEW

Interpretation of these bylaws will be the responsibility of the Executive Board. The Executive Board will also complete a review of the bylaws at least every five years to ensure they are still meeting the needs of the Region.

ARTICLE XVI: RATIFICATION

These bylaws became effective by two-thirds of the chapter voting delegates by an electronic vote held in November 2020 following the virtual Leadership Conference. The voting colleges were as follows:

Voting Chapters (submitted voting delegates)

Alpena Community College - Nu Omicron
Glen Oaks Community College - Alpha Delta Omega
Gogebic Community College - Alpha Rho Chi
Grand Rapids Community College – Alpha Upsilon Kappa
Jackson College - Alpha Rho Lambda
Lake Michigan College - Mu Nu
Lansing Community College - Mu Tau
Macomb Community College - Beta Lambda Kappa
Mid Michigan College - Alpha Omicron Omicron
Montcalm Community College - Alpha Tau Alpha
Muskegon Community College - Beta Xi Xi
North Central Michigan College - Alpha Omicron Upsilon
Northwestern Michigan College - Alpha Rho Pi
Oakland Community College, Highland Lakes - Alpha Omicron Kappa
Oakland Community College, Auburn Hills - Alpha Omicron Rho

Oakland Community College, Orchard Ridge - Alpha Omicron Xi

Schoolcraft College - Omicron Iota

Washtenaw Community College - Beta Gamma Alpha

Wayne County Community College - Alpha Upsilon Zeta

West Shore Community College - Alpha Phi Phi