

*Phi Theta Kappa International Honor Society of the Two-
Year College*

***By-Laws
of the
Michigan Region***

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 shall be to promote a means through which chapters and alumni chapters of Phi Theta Kappa in the Michigan Region may better achieve the goals and purpose of the Phi Theta Kappa Honor Society. To achieve this purpose, the Michigan Region shall provide opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Article III. Membership in the Organization

Section 1. Active Members

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. Good standing in the region shall be defined as a chapter which has paid current Regional fees and has a current Chapter Annual Report on file at International Headquarters.

Section 2. Alumni Members

Any member of Phi Theta Kappa, who upon leaving the community, technical or junior college was a member in good standing, is eligible to be called a Phi Theta Kappa Alumnus. An alumnus of any Michigan Region chapter shall be entitled to all the privileges of the active membership except the right to vote or to hold office.

Article IV. Regional Coordinator

Section 1. Regional Coordinator Requirements

The Regional Coordinator shall be appointed by the Executive Director of Phi Theta Kappa. The Regional Coordinator shall be an active advisor at a local Michigan chapter of Phi Theta Kappa.

Section 2. Responsibilities of the Regional Coordinator

The responsibilities of the Regional Coordinator, or the appointee of the Coordinator, shall be as follows:

- A. The Regional Coordinator shall act as Advisor for the Michigan Region.
- B. The Regional Coordinator shall serve as a nonvoting, ex-officio member of the Region's Executive Board.
- C. The Regional Coordinator shall maintain communication with the advisors of the chapters in the Region.
- D. The Regional Coordinator shall execute the financial transactions of the region and assist the Secretary/Treasurer in presenting a financial report at each Regional meeting.
- E. The Regional Coordinator shall collect all dues and advise those chapters who are not in good standing because of non-payment of dues. The Regional Coordinator shall advise the Executive Board of any chapter not in good standing at the time of the Regional Convention.
- F. The Regional Coordinator shall work with the host chapters to plan the agenda for all Regional meetings.
- G. The Regional Coordinator shall approve the agenda for all Regional meetings.
- H. The Regional Coordinator shall direct the orientation and activities of the Regional Officers.
- I. The Regional Coordinator, with the approval of the Executive Board, shall appoint a replacement for a Regional Officer who is removed from office or who resigns from office.
- J. The Regional Coordinator shall prepare and present a "State of the Region" report at every Regional Convention.
- K. The Regional Coordinator, after consulting with the Executive Board, shall annually appoint the Region's Presidential Ambassador, with the approval of the Advisory

Committee.

- L. The Regional Coordinator shall attend international meetings and represent the Regional organization.
- M. The Regional Coordinator shall work with Phi Theta Kappa Headquarters staff in all matters that affect the Region and the chapters therein.

Section 3. Veto Power of the Regional Coordinator

The Regional Coordinator has the authority to veto a decision of the Executive Board if he/she believes the decision will be harmful to the region.

Article V. Executive Board

The Executive Board of the Michigan Region shall be composed of a President, Vice President, Secretary/Treasurer, Public Relations/Historian, Alumni Representative and the Regional Coordinator. The Alumni Representative and the Regional Coordinator shall serve as nonvoting ex-officio members of this Board.

Section 1. Terms of Office

Each of the Michigan Regional Officers 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 and election of new officers 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 described above.

Section 2. Election to Office

- A. Elections for officers of the Michigan Region shall be held annually at the Regional Convention.
- B. Officers shall be elected by a simple majority of the voting delegates at the Regional Convention. Each chapter shall have one vote and shall designate one member to serve as the chapter's voting delegate. The Alumni Representative shall be elected by the Michigan Regional Alumni Association members alumni members attending the Regional Convention.
- C. In the event of a tie, for any office, a run-off election shall be held.

Section 3. Qualifications

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 one week prior to the Regional Convention; however, nominations may be accepted at the Convention during the first general session. If necessary to prevent an incomplete ballot, the Executive Board and the Regional Coordinator shall seek additional candidates or give candidates the opportunity to shift from one position to another at any time prior to the closing of the first session.
- C. A chapter may nominate only one candidate for each regional office.
- D. Candidates must be present at the convention in order to participate in the election.
- E. Regional Officers must be attending an accredited two-year community, junior, vocational or technical college during their term of office. Elected officers must take a minimum of three credit hours during the regular academic year, defined as fall and winter semesters. They must remain active members of their Phi Theta Kappa chapters during their term of office.
- F. Any elected officer may not subsequently be elected to the same or another regional office.
- G. All successful candidates for Regional office must sign the Honor Code prior to assuming elected 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 V, Section 4, Paragraph B.

Section 4. 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 he/she has fallen below their chapter's membership maintenance requirement.
- B. An officer can be removed from office for failure to perform his/her duties as described in Article V. Section 5, or for misconduct in his/her performance as an officer if a petition for removal is received by the Executive Board from at least two chapters in good standing, or the Regional Coordinator. The officer shall be given the opportunity to respond to the allegations at a special meeting of the Executive Board, who determines the merit of the petition. The complaint must be supported by a vote, conducted by the Regional Coordinator, of 2/3 of the Michigan Region chapters in good standing, the vote being final.

Section 5. Duties of Regional Officers

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

- A. The President of the Michigan Region shall
 - (1) Preside over all Michigan Regional Meetings, including meetings of the Executive Board.
 - (2) Direct regional activities and projects.
 - (3) Coordinate and oversee the Regional Awards Program.
 - (4) Appoint committees or direct another member of the Executive Board to do so as necessary.
 - (5) Maintain communication and work with sister region.

- B. The Vice President of the Michigan Region shall
 - (1) Perform all duties of the president in the event of his/her absence.
 - (2) Assist the President when called upon.
 - (3) Promote the Regional Awards Program
 - (4) Assist in the election process.

- C. The Secretary/Treasurer of the Michigan Region shall
 - (1) Take roll call at all Regional Business Meetings.
 - (2) Keep accurate minutes at all Regional Business Meetings.
 - (3) Have all minutes approved by the President and the Regional Coordinator before they are distributed.
 - (4) Send copies of the minutes of all regional meetings and reports on all regional activities to all Michigan chapters, the International Headquarters, the Regional Coordinator and the Regional Officers.
 - (5) Assist the President when called upon.
 - (6) Maintain an accurate record of all Michigan chapters, as well as their advisors and chapter officers, and their addresses. This list shall be distributed to all chapters in the region.
 - (7) Work with the Regional Coordinator to keep the record of chapter standings up-to-date.
 - (8) Assist in the development of the annual regional budget.
 - (9) Present for a vote a proposed budget at the Summer Planning Meeting.
 - (10) Coordinate and oversee the Regional Elections.

- D. The Public Relations/Historian of the Michigan Region shall
 - (1) Be responsible for the publication of the regional newsletter, at least once per semester.
 - (2) Be responsible to solicit content from chapters, alumni, and the region for the newsletter.
 - (3) Have all newsletters approved by the President and the Regional Coordinator before they are distributed.
 - (4) Distribute the newsletter to all Michigan chapters, the International Headquarters, the Regional Coordinator and the Regional Officers.
 - (5) Request media coverage of all Regional Conventions.
 - (6) Be responsible to coordinate a yearbook for the region the year of their term.

- (7) Assist the President when called upon.
- E. The Alumni Representative of the Michigan Region shall
 - (1) Work with the former Alumni Representative to the Michigan Region Board to Organize and execute the orientation of the newly elected Michigan Region Board.
 - (2) Assist and advise the Michigan Region Board at all Regional meetings and whenever called upon.
 - (3) Maintain an open line of communication between the Michigan Region Board And the Michigan Region Alumni Association Board.
 - (4) Assist the Michigan Region Alumni Association President whenever called upon.

Article VI. Appeals Process

The Regional Coordinator has the authority to veto a decision of the Executive Board if he/she believes the decision will be harmful to the region.

- A. If two or more members of the Executive Board are dissatisfied with the Coordinator's rationale for a veto of board action, they may appeal to the Chair of the Advisory Committee who shall, within two weeks of the appeal, confer with the Coordinator and other members of the Advisory Committee to determine if the complaint has merit. If a majority of the Advisory Committee vote in favor of the appeal, the Coordinator's decision is overruled.
- B. If the Advisory Committee sustains the Coordinator's decision, the officers may appeal to Headquarters which shall have the final determination.

Article VII. Committees

Section 1. Election Committee

- A. The Election Committee shall consist of the Executive Board and the Regional Coordinator. The Election Committee shall be chaired by the Secretary/Treasurer.
- 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 ballots to be used for the elections at the Regional Convention.
- D. The Election Committee shall tally all ballots and announce new officers.

Section 2. Awards Committee

- A. The Awards Committee shall consist of the Regional Coordinator, the Advisory Committee and the Executive Board.
- B. The Committee shall ensure that the Regional Award Entries are sent to an objective person from another region.
- C. The Executive Board and the Regional Coordinator shall present the awards to the recipients at the Regional Convention.

Section 3. Other Committees

The Regional President shall appoint any other committees as needed.

Article VIII. Regional Advisory Committee

The Advisory Committee of the Michigan Region shall consist of three chapter advisors and the Regional Coordinator, serving as an ex-officio member. They shall assist the Regional Coordinator with the organization, coordination and planning of regional activities.

Section 1. Election Process

Advisory Committee members shall be elected by a majority of the advisors attending the regional convention. Each chapter shall have one vote and shall designate one advisor to serve as the chapter's voting delegate.

Section 2. Advisory Committee Positions

Members of the Advisory Committee shall serve a three-year term. One new member shall be elected annually as set forth in Article VIII, Section 1, of the By-Laws. 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. The Regional Coordinator shall make appointments for any vacant position on the Advisory Committee.

Section 3. Responsibilities of the Advisory Committee

The duties of the Advisory Committee of the Michigan Region shall be as follows:

- A. To assist the Regional Coordinator when called upon.
- B. To assist in the selection process for the Region's Presidential Ambassador.
- C. To conduct the appeals process as needed.

Article IX. Presidential Ambassador of the Michigan Region

Section 1. Selection Process

The Presidential Ambassador shall be a College President at a two-year college in the State of Michigan. The Presidential Ambassador shall be appointed by the Regional Coordinator.

Section 2. Term of Office

The Presidential Ambassador shall serve a term of one year and may succeed himself/herself in office.

Section 3. Responsibilities of the Presidential Ambassador

The duties of the Presidential Ambassador of the Michigan Region shall be as follows:

- A. The Presidential Ambassador shall represent Phi Theta Kappa at meetings of the Michigan Association of Community Colleges to facilitate the communication of current Society programs.
- B. The Presidential Ambassador shall promote Phi Theta Kappa to other college presidents to help the society re-activate inactive chapters, establish new chapters, establish Phi Theta Kappa honors courses and seminars, and encourage chapter participation in Regional and International programs.
- C. The Presidential Ambassador shall participate in a regional meeting of Phi Theta Kappa at least once during their year of service. His/Her participation should include the following:
 - (1) An address to the meeting participants in which he/she presents the issues and agenda that the presidents feel are important to the progress of two-year colleges in Michigan.
 - (2) A meeting with the Regional Coordinator in which annual regional goals can be discussed and issues of concern can be shared on both sides.
 - (3) An opportunity for dialogue with Phi Theta Kappa members.

Article X. Regional Meetings

Section 1. Regular Meetings

There shall be at least three regular regional meetings per year: the Leadership Conference, the Mini-Honors Institute and the Regional Convention.

Section 2. Hosts for Regional Meetings

- A. Any chapter wishing to host a Regional Meeting shall submit the appropriate application with support from their contact advisor and college president.
- B. The host chapter for the regional meetings shall be chosen by a simple majority vote of the chapters present at the Regional Convention.
- C. The host chapter, with the assistance of the Executive Board, shall:

- (1) Provide a suitable time and location for the meeting.
- (2) Provide an agenda for the meeting, to be approved by the Regional Coordinator.
- (3) Provide a list of those attending the meeting according to chapter and their designation as member or advisor, and a report of the proceedings to the Regional Secretary, Regional Coordinator and to Phi Theta Kappa Headquarters.

Section 3. Executive Board Meetings

Executive Board meetings may be called at any time by the Executive Board.

Section 4. Special Meetings

Special meetings may be called at any time by the Executive Board. All chapter presidents and advisors shall be notified two weeks in advance of any special meeting.

Section 5. Minutes of Regional Meetings

Minutes, taken by the Regional Secretary, shall be sent to all chapters in the region, the Executive Board, the Regional Coordinator and International Headquarters within two weeks following the meeting.

Section 6. Procedure at Meetings

The procedural rules governing the meetings of the Michigan Region shall be the Newly Revised Robert's Rules of Order.

Article XI. Regional Finances

Section 1. Fees

- A. Each student inducted into a Phi Theta Kappa chapter shall pay a one-time Regional fee of \$5.00. This fee shall be collected by chapters and sent to Phi Theta Kappa Headquarters, or collected by Phi Theta Kappa Headquarters.
- B. Any chapter that has not paid its regional fees, within ninety days of the induction, shall not be in good standing. Once the fees have been paid, the chapter shall immediately be reinstated in good standing.

Section 2. Regional Treasury

- A. The Regional Coordinator shall be responsible for the supervision of the Regional Treasury.
- B. The Executive Board shall prepare an annual budget. The budget shall be presented by the Secretary/Treasurer to the entire membership at the annual Leadership Conference for approval.

Article XII. Amendment Procedures

Section 1. Proposing an Amendment

- A. Any chapter in good standing may initiate an amendment proposal by presenting the amendment, in writing, and signed by the chapter's president, to the Regional Coordinator and the Regional Officers 45 days prior to the next official Regional 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. The amendment shall require a two-thirds affirmative vote to pass. If there is an insufficient representation of chapters at the Regional Meeting, a mailed ballot shall be required. The vote by mail shall be conducted by the Election Committee within sixty days, with a simple majority vote of responding chapters passing the amendment.

Article XIII. Interpretation

Interpretation of these by-laws will be the responsibility of the Regional Executive Board.

Article XIV. Ratification

These by-laws became effective by two-thirds affirmative of the voting delegates attending the 1997 Leadership Conference & Mini-Honors Institute.

The voting colleges were as follows:

Alpha Delta Omega Chapter - Glen Oaks Community College

Alpha Omicron Iota Chapter - Mott Community College

Alpha Omicron Omicron Chapter - Mid Michigan Community College

Alpha Omicron Rho Chapter - Oakland Community College, Auburn Hills Campus

Alpha Omicron Xi Chapter - Oakland Community College, Orchard Ridge Campus

Alpha Rho Pi Chapter - Northwestern Michigan College

Alpha Rho Rho Chapter - Macomb Community College, South Campus

Alpha Rho Chi Chapter - Gogebic Community College

Alpha Tau Alpha Chapter - Montcalm Community College

Alpha Upsilon Xi Chapter - Macomb Community College, Center Campus

Alpha Xi Delta Chapter - Bay de Noc Community College

Lambda Mu Chapter - St. Clair County Community College

Beta Gamma Alpha - Washtenaw Community College

Mu Tau Chapter - Lansing Community College

Nu Omicron Chapter - Alpena Community College

Omicron Iota Chapter - Schoolcraft College

Sigma Psi Chapter - Southwestern Michigan College

Xi Delta Chapter - Delta College

Tom Obee, Interim Regional Coordinator

Jamie Lee Cavanaugh, 1997-1998 Regional President

Joshua Dupuis, 1997-1998 Regional Vice President

Carrie Wisner, 1997-1998 Regional Secretary

Diana Buckholz, 1997-1998 Regional P.R./Historian

Amendments: Original Wording of Successfully Amended Text

Amended May 16, 1999 by a two-thirds affirmation of the voting delegates attending the 1999 Michigan Region Convention.

Original Wording:

Article XII. Amendment Procedures

Section 1. Proposing an Amendment

- A. Any chapter in good standing may initiate an amendment proposal by presenting the amendment, in writing, and signed by the chapter's president, to the Regional Coordinator and the Executive Board thirty days prior to the Regional meeting at which it is to be voted upon.

Amended November 14, 1999 by a unanimous affirmation of the voting delegates attending the 1999 Leadership Conference

Original Wording:

Article V. Executive Board

Section 1. Term of Office

Each of the Michigan Regional Officers 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. They shall hold office until the subsequent Regional Convention.

Amended April 21, 2001 by a vote of the entire delegation at the 2001 Regional Convention with only one nay vote.

Original Wording:

Article V. Executive Board

Section 3. Qualifications

There was no Paragraph G.

Amended September 2004 by a unanimous affirmation of the voting delegates attending the 2003 Mock Chapter/Leadership Conference.

Original Wording:

Article V. Executive Board

Section 2. Election to Office

- B. Officers shall be elected by a simple majority of the voting delegates at the Regional Convention. Each chapter shall have one vote and shall designate one member to serve as the chapter's voting delegate. The Alumni Representative shall be elected by the alumni members attending the Regional Convention.

Section 5: Duties of Regional Officers

- E. The Alumni Representative of the Michigan Region shall
- (1) Preside over all Regional Alumni meetings
 - (2) Serve as a voice for alumni members at meetings of the Regional Executive Board; however, he/she does not have a vote in Regional decisions.
 - (3) Work to facilitate the activities of the Michigan Region
 - (4) Maintain communication with all alumni chapters
 - (5) Assist chapters in chartering their alumni status
 - (6) Assist the International Alumni Association in their activities
 - (7) Appoint Alumni Committees as needed

The following were amended November 3, 2007 by a unanimous vote of chapters attending the Regional Mini-Honors Conference.

Delete Article IV, Section 4: (Regional Coordinator, Complaints Regarding...)

Original Wording:

Section 4. Complaints Regarding the Regional Coordinator

If in the opinion of two or more members of the Executive Board or two or more chapter presidents, the Coordinator is not fulfilling his/her duties as described in Article IV, Section 2, or is operating in an arbitrary manner, they shall informally notify the Coordinator of their concerns.

- A. If the complainants believe the Coordinator's response to their complaints is unsatisfactory or their concerns are not rectified after two weeks of the informal complaint, they may appeal to a member of the Executive Board who shall within two weeks consult with the Coordinator and the other Executive Board members. The Executive Board shall determine the merit of the complaint and inform the Coordinator and the complainants.
- B. If the concerns are not rectified within two weeks of the Executive Board's determination, the Executive Board may appeal to the Chair of the Advisory Committee who shall within two weeks consult with the Coordinator and the other Advisory Committee members. The Advisory Committee shall determine the merit of the complaint and inform the Coordinator and the complainants.

C. If either the Executive Board or the Advisory Committee find merit to the complaint, the Regional President shall convene a special meeting, within three weeks, of Chapter Presidents, the Advisory Committee, and the Coordinator at which time the complaints will be formally presented to the Coordinator who shall have the opportunity to respond. Members of the Advisory Committee may also make a presentation. If a simple majority of the attending chapters vote to sustain the Coordinator, the complaint is null and void.

D. If a simple majority of the attending chapters sustain the complaints, the Regional President shall appeal to the Executive Director of Phi Theta Kappa who will make a final determination. He/she may sustain the Coordinator, reprimand the Coordinator and insist the problem be resolved favorably to the complainants, or remove the Coordinator.

Amend Article V, Section Three (Executive Board, Qualifications), approved unanimously by the membership attending Mini-Honors Conference on Nov. , 2007

Original wording:

E. Regional Officers must be attending an accredited two-year community, junior, vocational, or technical college during their entire terms of office.

Amend Article XI, Section 1A (Regional Finance, Fees)

Original Wording:

A. Each student inducted into a Phi Theta Kappa chapter shall pay a one-time fee of \$4.00. This fee shall be collected by the chapter and send to the Regional Coordinator after each induction.