

**PHI THETA KAPPA
NEW ENGLAND REGION CONSTITUTION**

PREAMBLE

That academic excellence among community/two-year college students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be imbued with a desire for continuing education, we dedicate ourselves as members of Phi Theta Kappa. Among us, membership is a privilege earned by qualifications, honor, and service. In the conduct of our activities, truth shall be our quest, diligence our staff, and achievement our purpose.

ARTICLE 1. NAME OF ORGANIZATION

The name of this organization shall be known as: Phi Theta Kappa, New England Region, and hereafter known as New England.

ARTICLE 2. PURPOSE OF ORGANIZATION

The purpose of this organization shall be to provide a means through which chapters of Phi Theta Kappa in New England may better fulfill the goals and purposes of the International Phi Theta Kappa honorary society; to promote participation by members of Phi Theta Kappa in their states and in New England Phi Theta Kappa activities, and to foster fellowship and understanding among Phi Theta Kappa members in the two-year/community colleges of New England.

ARTICLE 3. DIVISIONS OF ORGANIZATION

Section 1. Members

PART A. Members shall consist of New England (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) Phi Theta Kappa chapters that meet the requirements for membership in the international Phi Theta Kappa honor society.

PART B. The above chapters shall pay a one-time fee of five dollars for each new member. This fee shall be payable to Phi Theta Kappa and will be included in the cost for new members.

PART C. To be a member, a chapter must be, and remain, a chapter in good standing. To be in good standing, a chapter must have paid all regional fees and have met the

criteria set forth in the International constitution. The International Headquarters requires the timely submission of annual reports.

Section 2. Regional Advisory Board

PART A. The Advisory Board shall advise the Regional Coordinator on all matters bearing on the International organization, the New England region, and chapters within the New England region, especially the organization and planning for the Regional Leadership Conference and the Regional Convention.

PART B. The membership of the Advisory Board shall consist of a Chapter Advisor from a chapter in good standing from each state; the elected Regional Officers and two members of the New England Region Alumni Association. Each state may have no more than three Chapter Advisors serving on the Advisory Board.

- I. Members serve on a voluntary basis for a two-year renewable term. In the event that more than three wish to serve from one state, then the current members of the Advisory Board will hold a vote.
- II. To maintain membership on the Advisory Board, members must participate each full academic term (semester).

PART C. The Advisory Board shall meet at the call of the Regional Coordinator.

PART D. The Regional Coordinator will appoint various sub-committees on an as-needed basis from the membership of the Advisory Board. Members may be asked to serve as the chair of a committee and may approach members/advisors within the region to accomplish the goal of each committee. (E.g., Awards, Audit, Constitution, Newsletter, Chapter Officer Academy, Advisor Training, Fundraising, etc.)

PART E. Nothing in this Article is intended to limit or restrict the Regional Coordinator from seeking assistance from any source, nor is it intended to preempt his/her authority or the authority of the International organization.

Section 3: Regional Officers

PART A. Positions

There will be six New England Officers elected during the New England Regional Convention

- President
- Northern Vice President
- Central Vice President
- Southern Vice President
- Two Officers at Large

PART B: Duties and Responsibilities of Regional Officers
Regional Officers will be required to but not limited to:

1. Uphold the standards of membership and support the principles, ideals, and programs of the New England Region and Phi Theta Kappa Society.
2. Work with fellow Regional Officers to develop and submit Regional Goals to Regional Headquarters, to be achieved during the tenure of office.
3. Work with fellow Regional Officers to develop Service Projects to be implemented during the tenure of office.
4. Correspond with local chapter members and officers within your district/region.
5. Continue to be an active member in your local chapter.
6. Communicate with International Headquarters, International Officers (especially the Division 1 Vice President) and regional officers from other regions.
7. Abide by the Regional Officers Code of Conduct.

PART C: Guidelines for New England Regional Officer Team

1. Set goals for upcoming year in a mission statement form: post on website, newsletter, etc
2. Plan and complete a service project (naming an officer to chair each event)
3. Plan and complete an honor study topic project and/or incorporate it into the conference and convention (naming an officer to chair each event)
4. Everyone is expected to work together and all projects should be agreed upon before publicizing them.
5. All e-mails, flyers, newsletter, etc. are to be approved by the Regional Coordinator before they are emailed to the chapters or posted on the web.
6. Must actively participate in the planning of all regional events. It is expected that each officer will present a workshop at regional conferences and conventions.
7. A process should be established for transitioning officers in an effort to help the region grow.
8. Officers have the ability to create ad hoc committees.
9. The Regional Coordinator shall serve as a non-voting, ex-officio member of the Regional Officer Team.

PART D: Eligibility and Requirements

1. Must be a member of a Phi Theta Kappa chapter in New England and a current student for the entire term of office.
2. Minimum course load of 6 credit hours/semester - three of which must be on campus.
3. No more than two students from each college may run for office.
4. Must be able to attend New Officers Orientation & New England Regional Officer Training. It is expected that officers will also attend the Regional Officer Academy at the International Convention, the International Leadership Conference, Regional Leadership Conference(s) and the Honors Institute.
5. The candidates must be present at the Regional Convention.

PART E: Election Procedures

1. One voting delegate will be appointed to represent each chapter in attendance from the region at the Regional Convention. Each voting delegate will be entitled to one vote in each of the 6 officer elections.
2. Chapters must be present at the Regional Convention to vote.
3. In the event that all positions are not filled, a special election will be held during the Regional meeting at the 2009 International Convention. All campaign rules and regulations will apply. Runner-up candidates from the general election may run for an open position in the special election. All candidates will be required to complete and submit a Regional Officer Application by the deadline appointed by the Regional Coordinator prior to the International Convention to participate in the special election.
4. All candidates must follow the campaign rules and regulations set forth by the New England Region.
5. The Phi Theta Kappa New England Regional Coordinator reserves the right to extend the application deadline if a race is uncontested.

PART F: Guidelines to Request Resignation

In the event that a regional officer elected is unable to fulfill her or his responsibilities during the term of office, a collective vote of the Regional Officers may be taken to request a resignation from that officer. The resignation letter will be drafted and sent by the Regional President or his or her designee and will include a reasonable deadline by which the officer will have time to respond.

PART G: Filling a Vacancy

In the event of a vacancy of office, the following procedure will be in effect:

- 1) Candidates who ran for office in the spring and were not elected, will be contacted personally to inform them of the vacancy. After each candidate has been contacted, the vacancy will then be posted on the website and emailed to the advisors. The announcement will include all current officer candidate expectations and officer guidelines.
- 2) Those who are interested will be required to send a letter of interest and a brief paragraph of why they want to be officers and what they feel they will bring to the position. Members of the region will have the opportunity to nominate themselves.
- 3) All applications, whether from former candidates or new candidates, will adhere to the same timeline for submission and will be reviewed as one group. Preferential treatment will not be given to those who previously ran for office.
- 4) No more than two regional officers from the same college may serve during the same regional year.
- 5) The office will be by appointment of the Regional Advisory Board members. The board has the right to hold interviews or ask additional questions of potential candidates before the specified voting deadline.
- 6) Once the finalists have been selected, the members of the Board will vote to fill the vacancy(ies). Advisory Board members may all vote during the election, except in the case that a chapter is represented by more than one person on the

advisory board (e.g. an advisor and regional officer). They would be given one collective vote.

Section 4: Regional Committees

Part A. Regional Committees may be appointed from members of the New England Region.

Part B. These committees shall be maintained or terminated depending on the vibrant need for the committee.

Part C. A committee shall be formed to assist the regional officers and/or regional coordinator in delegating their responsibilities.

ARTICLE 4. POWERS & DUTIES OF REGIONAL COORDINATOR

The Regional Coordinator, appointed by the International Executive Director shall:

Section 1. Act as advisor for the regional organization.

Section 2. Preside over the regional convention and all regional business meetings. He/She shall present a financial report to be voted on at the regional convention that will apply to the upcoming academic year.

Section 3. Maintain the regional treasury.

Section 4. Execute all financial transactions for the region.

Section 5. Advise the Advisory Board of any chapter not in good standing at the time of the Regional Convention.

Section 6. Provide an annual financial report to be presented to the Regional Advisory Board annually.

Section 7. Make best efforts to maintain communication with all chapter advisors.

Section 8. The Chapter advisors of all chapters in good standing shall maintain communication with the Regional Coordinator and the Advisory Board.

ARTICLE 5. CONVENTIONS, CONFERENCES AND BUSINESS MEETINGS

Section 1. Regional Events

PART A. Any chapter wishing to host the Regional Convention, Leadership Conference, Regional Meeting, Officer Training or an Advisor Retreat for the following year will inform the Regional Coordinator prior to that event. The Regional Advisory Board will select the host chapter/s. All regional events shall rotate among the 6 states that make up the New England Region. Best efforts will be given to follow the guidelines set forth by International Headquarters on how to implement regional events.

PART B. The host chapter, with the assistance of the Advisory Board may be required to:

- (1) Provide a suitable time and place
- (2) Make hotel block booking arrangements
- (3) Assist with speakers and the agenda
- (4) Provide welcome bags for all attendees

Section 2. Regional Business Meetings

PART A. Regional business meetings shall be held at the regional convention and may be held at the Phi Theta Kappa International Convention or at the call of the Regional Coordinator.

PART B. Minutes of all regional business meeting shall be made available to all chapters.

PART C. Robert's Rules of Order shall be the parliamentary guideline at all regional business meetings.

ARTICLE 6. AMENDMENT REGIONAL PROCEDURES

Section 1. Any chapter in good standing and the Advisory Board may initiate an amendment proposal by presenting the amendment, in writing, to the Regional Coordinator.

Section 2. In order for voting to occur:

PART A. The proposed amendment must be made available to each chapter at least thirty (30) days prior to voting.

PART B. Amendments may be voted on if they were presented at a previous regional convention, conference, or meeting.

Section 3. Amending the constitution shall require a two-thirds (2/3) vote of chapters present at any regional business meeting.

Section 4. In the absence of a meeting, passage requires an affirmative two-thirds (2/3) vote of the regional chapters in good standing who response is received within fourteen days of the designated voting date.

ARTICLE 7. RATIFICATION

Section 1. This constitution shall become effective upon a two-thirds (2/3) vote of all chapters in good standing in attendance at the 2009 Regional Convention.

ARTICLE 8. INTERPRETATION

Section 1. Interpretation of this constitution shall be the responsibility of the New England Regional Coordinator and the International Executive Director.