

BY-LAWS OF THE IOWA 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 Iowa Region Alumni Association 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 specifically the Iowa 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. Membership fee waived for past Iowa Regional Officers who completed their term in good standing.

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.
- B. Any member of the Iowa Region Alumni Association may nominate an individual for consideration as an honorary member. A two-thirds vote of the Executive Board shall confer honorary member status.

Article III
Officers and Duties

The elected officers of this organization shall be: President, Vice President, Treasurer, Secretary, Public Relations Coordinator, Fundraising Coordinator, and Membership Coordinator. All officers will serve members, chapters, and regions of Phi Theta Kappa – to include responsibilities defined in the by-laws 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 By-Laws, to call special meetings, to act as spokesperson for the alumni association, to maintain contact with alumni associations in Iowa, to maintain copies of all documentation from all executive board members, to maintain a chronological timeline with important events as the association grows, to assist in maintaining the Association Facebook page and other social media accounts as deemed appropriate by the Executive Board, and to ensure that proper procedures are followed according to Phi Theta Kappa policies and procedures. The President will report Association activities and goals to appropriate advisor(s), regional coordinator(s), and Headquarters staff. The President, or their designee in case of absence, shall participate as a non-voting member of the Iowa Region Executive Board and represent the Association at these meetings.
- 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 assist the President and/or Executive Board Members when called upon, and to oversee updates and maintain the Association Facebook page and other social media as deemed appropriate by the Executive Board. They will also ensure that the President and/or Advisor have administrator privileges for Facebook or any other social media.
- 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 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. The Secretary shall make the minutes available to Executive Board members within one week from meeting date for review, and after approval of minutes send minutes via email to all active members and will work with PR Coordinator to upload them to the Association website. Discussion and approval of minutes will occur at the next monthly meeting.
- Section 5. Public Relations Coordinator |** The duties of the Public Relations Coordinator shall be to serve on the Executive Board, to maintain the Association's website, to ensure that the President and/or Advisor have administrator privileges for the website, to develop and/or coordinate all press releases, promotional flyers, and advertising materials, and to develop and coordinate the publication of the Association newsletter. The newsletter shall be sent out quarterly to all members via email and uploaded to the Association website. Materials will be completed one week in advance of publishing to

give an opportunity for review by Executive Board members.

Section 6. Fundraising Coordinator | The duties of the Fundraising Coordinator shall be to serve on the Executive Board, to develop and incorporate a minimum of two fundraisers per year, to present new and/or report ongoing ideas for fundraising activities at each Executive Board meeting, to complete an event form to detail all aspects of each completed fundraiser and to maintain a binder and electronic file of completed forms at the conclusion of each event with copies sent to all Executive Board members via email, and to complete and submit Cash Receipts Report and Expense Report(s) to Treasurer for deposits and payment due. This will be submitted within one week of the conclusion of the fundraising event with the information shared at the next Executive Board meeting.

Section 7. Membership Coordinator | The duties of the Membership Coordinator shall be to serve on the Executive Board, to maintain Active membership list electronically and as a hard copy held in a binder, to maintain and update a Potential membership list electronically and as a hard copy, to maintain and update a Honorary membership list electronically and as a hard copy, to develop relationships with advisors and maintain email contact annually to request a list of students who have/will be finishing their community college classes, whether they are graduating or stepping out of school, with their names added to the potential member list, to complete and submit a Cash Receipts Report for all dues received, and to be responsible for organizing the Alumni Induction Ceremony at each Iowa Spring Regional Conference. The lists will be updated quarterly at minimum, with copies sent to the Executive Board and Advisor after each update.

Section 8. All Board Members | All members of the executive board shall commit to participate in monthly meetings by phone or in person, if a member must be absent prior communication with updates to the President and/or other Executive Board member is expected, to designate another executive board member to complete official duties in their absence, to collaborate with the Membership Coordinator to update/share member contact info, to collaborate with Executive Board Members concerning changes and content of website, Facebook page(s) and any other social media, and to complete and submit Cash Receipts Report(s) and/or Expense Report(s) to the Treasurer for deposits and payments due as needed.

Article IV

Executive Board

Section 1. The Iowa Region Alumni Association Executive Board, herein referred to as "Executive Board", shall consist of all elected officers. The Association Advisor(s) and Regional Coordinator(s) shall serve as ex-officio, non-voting member(s). The Iowa Region Representative to the International Alumni Advisory Board shall also serve as an ex-officio, non-voting member. 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 regional coordinator.

Section 2. The Executive Board shall meet at the call of the chair at least three times per year. All meetings shall be open to any association member who wishes to attend.

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. Four (4 of 7) members of the Executive Board shall constitute a quorum.

Section 5. The decision to vote on advisory proposals by mail or at a regularly scheduled meeting shall be at the discretion of the Executive Board.

Article V
Election of Officers

Section 1. All active members in good standing are eligible to become officers. Honorary members are not eligible to become candidates for office.

Section 2. Candidates must submit a letter of intent one month prior to the Fall annual meeting in order to be elected. Nominations shall be accepted by write-in vote, if no candidate has properly submitted nomination materials for a position.

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. Honorary members and Association Advisors will not vote. If an office remains unfilled, the Executive Board may appoint an active Association member for that office.

Section 4. The term(s) of office shall be staggered for two years, so that the President, Public Relations Coordinator, Fundraising Coordinator, and Membership Coordinator positions shall be elected on odd numbered years, and the Vice-President, Secretary, and Treasurer positions shall be elected on the even numbered years.

Section 5. In the event a vacancy occurs in an elective office, the Executive Board will determine the best method to fulfill the rest of the term by either asking an alumni member to fill in or by absorbing the duties until the position is up for election.

Section 6. Installation of new officers shall occur immediately following announcement of balloting results.

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 three-fourths (3/4) vote of the General Assembly 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, the Executive Board will determine the best method to fulfill the rest of the term by either asking an alumni member to fill in or by absorbing the duties until the position is up for election.

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Article VII

Advisor

- Section 1.** An advisor shall be selected by the Executive Board, who is a member of the faculty or staff of a two year college with an active Phi Theta Kappa chapter, or a former advisor or alumnus approved by the Iowa Regional Coordinator and Phi Theta Kappa International Headquarters.
- 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 Fall Iowa Regional Event. 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 three-fourths (3/4) vote of the General Assembly. All active members must pay 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.
- Section 6.** Minutes of all regional alumni meeting shall be made available to each active association member by the Secretary. The Public Relations Coordinator will post minutes onto the website.

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 Board. Approval may be obtained by mail or email from at least two-thirds (2/3) of the Executive Board.
- A.** All approved reimbursement requests must be submitted in writing 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 By-Laws 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 By-Laws of at least three weeks.
- Section 3.** These By-Laws 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 By-Laws 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 By-Laws shall become the governing document of this alumni association, superseded only by the Phi Theta Kappa International Constitution, Phi Theta Kappa Honor Society By-Laws, 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 by-laws 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 Iowa Region 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: 10/14/19 - ssq
Ratification Date by General Assembly: 10/10/2019