

**BY-LAWS  
OF  
VIRGINIA REGION ALUMNI ASSOCIATION  
OF  
PHI THETA KAPPA  
INTERNATIONAL HONOR SOCIETY  
OF THE TWO YEAR COLLEGE**

**PREAMBLE**

We, the members of the Virginia Region Alumni Association of the Phi Theta Kappa International Honor Society of the Two-Year College, 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 I**

The name of the organization shall be: Virginia Region Alumni Association of the Phi Theta Kappa International Honor Society of the Two-Year College.

**Article II**

The membership shall consist of all who meet the obligations set forth by the alumni association.

**Section 1.**           **An active member** of the Virginia Alumni Association shall be any Phi Theta Kappa member in good-standing who maintains a current dues status to Virginia Region Alumni Association.

**Section 2.**           **Honorary Alumni Members.** An honorary member shall be a person who does not meet the requirements for active membership, but whom in the opinion of the association, supports and embraces the ideals of Phi Theta Kappa alumni; shares the alumni commitment to scholarship; and consistently participates or demonstrates an interest in Phi Theta Kappa activities locally, regionally and nationally. An honorary member shall be a person who received a simple

majority vote by the Executive Committee and was previously inducted as an honorary member into a Phi Theta Kappa Chapter.<sup>i</sup>

**Section 3.** **Honorary members** of a Phi Theta Kappa Chapter or Region are eligible for active membership in the Virginia Alumni Association. Honorary members are not eligible to vote or hold office.

## **Article III**

### **Officers & Duties**

The officers of the association shall be: President, President-elect, Secretary and Treasurer, all of whom shall be active members.

**Section 1.** The duties of the **President** shall be to preside over all association meetings; enforce the by-laws; serve as a member of the Executive Committee; appoint all necessary committees; plan, organize and direct the planning of the bi-annual meeting conducted in the summer months opposite the Virginia Regional Phi Theta Kappa Convention; and call any special meetings.

**Section 2.** The duties of the **President-elect** shall be to serve as the Acting President in the absence of the President; serve as a member of the Executive committee; plan, organize and direct the planning of the annual meeting to be held in conjunction with and at the same time and location as the Virginia Regional Phi Theta Kappa Convention; be an Ex-officio member of all committees.

**Section 3.** The **Secretary** shall keep the records of all meetings; maintain a roster of members; handle all appropriate correspondence; and serve as a member of the Executive Committee.

**Section 4.** The **Treasurer** shall collect dues; keep necessary records; ensure the President and the Alumni Advisor<sup>ii</sup> are second signatures on all association financial accounts; and make association expenditures; render regular reports to the membership as requested; and serve as a member of the Executive Committee.

## **Article IV**

### **Executive Committee**

The Executive Committee shall consist of all elected officers, the immediate Past President<sup>iii</sup>, and two members-at-large elected by a majority vote of the membership present. The Virginia Region Coordinator shall be a non-voting ex-officio member.

**Section 1.** The duties of the **Executive Committee** shall be to handle all questions not specifically dealt with in this document; make recommendations to the membership; and to file an Annual Report to the Phi Theta Kappa Headquarters 30 days prior to the Phi Theta Kappa International Convention.

**Section 2.** The **Executive Committee** shall meet at the call of the chair. It shall meet at least once per year.

**Section 3.** All by-law and fiduciary decisions shall be advisory; any vote on recommendations, which go into effect, must be approved by a simple majority of those present and voting.

**Section 4.** The decision to vote on advisory proposals by mail or at a regularly scheduled meeting shall be at the discretion of the Executive Committee.

**Section 5.** Four (4) members of this committee shall constitute a quorum.

## **Article V**

### **Elections**

Elections shall be held at the regularly scheduled annual meeting of the association. Voting shall be by secret ballot, a simple majority of those present and voting shall constitute the choices. All officers are elected at-large.

**Section 1.** The first election shall elect all officers. The second annual meeting shall elect a new Secretary, President-elect, and one Member-at-Large. The President-elect shall be elected every year. After term of office, the

President-elect will then serve as President for one year and then as Past-President for one year culminating in a total of three years of service. Election of other executive committee members will alternate with the Treasurer and one Member-at-Large elected on odd years; the Secretary, and another Member-at-Large elected the subsequent even year. In the event there are no nominees for a particular office, the person currently serving will retain said office for another year if mutually agreed to by said member and the executive committee. The office would then be open to nominations the following year. <sup>iv</sup>

**Section 2.** Nominations shall be tendered at the annual meeting by a nominating committee appointed by the President; nominations shall also be received from the floor.

**Section 3.** Votes shall be counted by an advisor, ex-officio or someone appointed by the advisor.

**Section 4.** Installation of the officers shall take place immediately following balloting.

**Section 5.** The President shall not be eligible for the office of President or President-elect for five (5) years after completion of the office of President.

## **Article VI**

### **Qualifications for Officers**

**Section 1.** All active members are eligible to become officers.

**Section 2.** Officers must be active members in good standing who meet all qualifications for membership.

**Section 3.** Any person desiring to serve in the position of President-elect must have been an active Virginia Region Alumni for one complete year for eligibility as candidate in nomination to said position. <sup>v</sup>

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## **Article VII**

### **Removal from Office**

A two-thirds vote of the Executive Committee and concurrence of the Virginia Region Alumni Association advisor shall be necessary to remove an officer. In the event the removal of an officer occurs, the President shall appoint a person to fulfill the duties of the vacant office until the next general membership meeting. If the President is removed by the Executive Committee, the President-elect will assume the position of the President. An officer failing to maintain current dues-paying status within the association shall automatically forfeit office thirty (30) days after notification is mailed to the last known address.

## **Article VIII**

### **Advisor**

- Section 1.** An **advisor** shall be selected by the Executive Committee after approval by the Regional Coordinator.
- Section 2.** The **advisor** shall be a member of the faculty or staff of a Virginia Region Two-Year College with an active Phi Theta Kappa Chapter, former advisor or alumnus approved by the Regional Coordinator and International Headquarters.<sup>vi</sup>
- Section 3.** The **advisor** shall perform all duties and responsibilities defined by the Phi Theta Kappa Headquarters.
- Section 4.** A majority vote of Virginia Region Alumni Association executive committee members present at a special or regular meeting, or by mail or e-mail ballot and voting, shall be necessary to remove an advisor. An advisor failing to maintain current dues-paying status within the association shall automatically forfeit the position of advisor 30 days after notification is mailed to the last known address.<sup>vii</sup>

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## Article IX

### Meetings and Dues

- Section 1.** **Meetings** shall be set at the discretion of the membership. An annual meeting is mandatory for the purposes of elections of officers and the conducting of business. This meeting will be held at the same time and place as the Virginia Regional Phi Theta Kappa Convention.
- Section 2.** **Dues** may be re-set at the annual meeting. All active members must pay dues as prescribed to be entered on and stay on the association roster.
- Section 3.** The Treasurer shall collect all dues and deposit them in a designated bank account(s). If upon receipt of notice from the association that dues are due, a member fails to pay within forty-five (45) calendar days from the invoice date, the Secretary shall drop that name from the active roster after notification.
- Section 4.** All accounts held in the name of the association shall be verified monthly by the President and annually by the Executive Committee followed by a written report that is presented to the membership by the Treasurer or President. The Treasurer will arrange to have a monthly statement from the bank holding the association accounts to be mailed to both the Treasurer and President monthly.
- Section 5.** **Association dues** shall consist of an initial registration fee of \$30.00 and annual dues of \$10.00 per year or \$40.00 for five (5) years.

## Article X

### Quorum

- Section 1.** A **quorum** shall consist of members present at any announced meeting.
- Section 2.** All advisory proposals submitted to the membership by mail, upon the vote of the Executive Committee,

shall become valid after receipt of a simple majority of affirmative responses from the active membership of the association within forty-five (45) calendar days.

## **Article XI**

### **Robert's Rules of Order**

All meetings shall be conducted using Robert's Rule of Order as a guide publication. Any situation not covered in this document, or under consideration by the Executive Committee, shall be governed by Robert's Rule of Order.

## **Article XII**

### **Amendments**

Amendments to these by-laws shall be submitted to the President in writing, for submission thirty (30) days prior to a vote to the members for a vote. A two-thirds (2/3) majority vote of those present and voting shall be necessary for the adoption of any amendment.

**Section 1.** Voting on any **amendment** shall be by written ballot and may be administered by mail.

**Section 2.** **Amendments** shall become effective upon ratification by a two-thirds (2/3) majority of the membership present and voting and with the approval by Phi Theta Kappa Headquarters. In mail voting, the process shall be considered final when, after a period of two (2) months, two-thirds (2/3) of the returned ballots from active members are in favor of the proposed amendments.

**Section 3.** No **Amendments** may overrule any provision of these By-laws or interfere with the laws of the State of Virginia or the United States, or any other public governing body and must be in accordance with the goals, as stated in the preamble of this association, and must meet the goals and purpose of the Phi Theta Kappa Alumni.

**Section 4.** Wherever the word "mail" appears within these by-laws, it shall be construed to include e-mail, and/or

any other similar form of electronic communication that shall come into common use in the future.<sup>viii</sup>

## **Article XIII**

### **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 active 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 Phi Theta Kappa Headquarters within thirty (30) days of the final dissolution of the association.



## AMENDMENTS

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<sup>i</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **by both parties March, 2006. Amendment to Article II, Section 2:...and was previously inducted as an honorary member into a Phi Theta Kappa Chapter.**

<sup>ii</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **August 11, 2008. Amendment to Article III – Section 4: Section 4.** The Treasurer shall collect dues; keep necessary records; ensure the President and *The Alumni Advisor* are second signatures on all association financial accounts; and make association expenditures; render regular reports to the membership as requested; and serve as a member of the Executive Committee.

<sup>iii</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **by both parties March 1, 2008. Amendment to Article IV:** The Executive Committee shall consist of all elected officers, **the immediate Past President**, and two members-at-large elected by a majority vote of the membership present. The Virginia Region Coordinator shall be a non-voting ex-officio member.

<sup>iv</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **by both parties December 11, 2009. Amendment to Article V - Section 1 (Elections): The first election shall elect all officers. The second annual meeting shall elect a new Secretary, President-elect, and one Member-at-Large. The President-elect shall be elected every year. After term of office, the President-elect will then serve as President for one year and then as Past-President for one year culminating in a total of three years of service. Election of other executive committee members will alternate with the Treasurer and one Member-at-Large elected on odd years; the Secretary, and another Member-at-Large elected the subsequent even year. In the event there are no nominees for a particular office, the person currently serving will retain said office for another year if mutually agreed to by said member and the executive committee. The office would then be open to nominations the following year.**

<sup>v</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **by both parties June 8, 2010. Amendment to Article VI (Qualifications for Officers), adding Section 3: Any person desiring to serve in the position of President-elect must have been an active Virginia Region Alumni for one complete year for eligibility as candidate in nomination to said position.**

<sup>vi</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **by both parties June, 2007. Amendment to Article VIII – Section 2: ...former advisor or alumnus approved by the Regional Coordinator and International Headquarters.**

<sup>vii</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **by both parties June 2007. Amendment to Article VIII –add Section 4: A majority vote of Virginia Region Alumni Association executive committee members present at a special or regular meeting, or by mail or e-mail ballot and voting, shall be necessary to remove an advisor. An advisor failing to maintain current dues-paying status within the association shall automatically forfeit the position of advisor 30 days after notification is mailed to the last known address.**

<sup>viii</sup> The following amendment was submitted to the Alumni active membership for vote, and submitted to Phi Theta Kappa International Headquarters for approval. This amendment was approved **by both parties August 13, 2008. Amendment to Article XII (add section 4): Wherever the word “mail” appears**

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**within these by-laws, it shall be construed to include e-mail, and/or any other similar form of electronic communication that shall come into common use in the future.**