

Phi Theta Kappa
Indiana Regional Alumni Association
Officer Campaign Application
and Information

2019-2021

President

Secretary

Officer-At-Large

All forms must be complete and received by **March 1, 2018** in order to qualify for candidacy.

Candidate Eligibility

All candidates must have completed an alumni membership application and fees must be current at the time of the election.

Any former student member or graduate member of Phi Theta Kappa may run for office.

General Guidelines for Election of Indiana Regional Alumni Officers

Election of alumni officers will be held at the annual Indiana Regional Convention. Candidates must submit a one-page biography on the form provided. Candidates must declare the office they seek on the application form and submit a brief article on what they plan to contribute as an alumni officer.

Candidates may distribute campaign materials throughout the Indiana Regional Convention.

Each candidate will have an opportunity to address the voting body prior to the election if they choose.

To be elected, nominees must be present at the Convention at which elections are held.

Alumni officer positions are two year terms.

Alumni officers may serve more than one term.

If no candidate has been nominated for an office prior to the election meeting, nominations may be made from the floor at the election meeting.

Elections will occur during the final business meeting of the Indiana Regional Convention.

Each active alumni member in attendance will have one vote for each open office.

The candidate receiving the greatest number of votes for an office is elected to that office. If voting results in a tie, a run-off election will be held between the top two candidates. If a tie vote occurs when only two candidates are running for an office, the voting will be repeated until one of the candidates receives a greater number of votes than the other.

The Installation of elected Alumni officers will take place during the Hallmark Awards Presentation during the annual Indiana Regional Convention. Officers will assume their duties upon completion of the installation ceremony.

Indiana Regional Alumni Association

Mission Statement

The Mission of the alumni association is to support the people, programs and priorities of the Phi Theta Kappa Society. Alumni have valuable contributions to make to Phi Theta Kappa. Through alumni support, the integrity of the Society's programs and services will be protected and new programs and services can be developed and offered in the future.

Objectives

- ❖ Stay abreast of Phi Theta Kappa programs and people through publications and the ptk.org website.
- ❖ Provide recognition to outstanding two-year college members and advisors.
- ❖ Assist two-year college chapters by providing or serving as speakers for programs.
- ❖ Provide financial support for two-year chapter members to attend regional and International conventions.
- ❖ Encourage businesses to provide funds and supplies to support two-year chapters.
- ❖ Work in collaborative activities with the two-year chapters to support the college and the community.
- ❖ Support the Society's two-year programs and people by contributing to Phi Theta Kappa's Scholarship and Special Program Funds.
- ❖ Serve as mentors to two-year chapter members preparing to transfer to senior institutions.
- ❖ Encourage the establishment of Phi Theta Kappa designated scholarships at senior institutions.
- ❖ Provide programs and materials designed to ease members' transfer from two-year college to the senior institution.
- ❖ Provide other assistance when appropriate.

To serve as an Alumni Officer is a privilege and an honor. With this honor come serious responsibilities which warrant careful consideration.

The Alumni Board shall consist of four (6) elected officers (President, Vice President of Communication, Vice President of Programming, Vice President of Finance, and 2 Officers at Large) and a minimum of one (1) Advisor.

Three Alumni Officers are elected each year (alternating offices) during the annual Indiana Regional Convention. The six officers each serve one 2-year term.

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President (elected in odd years). Shall:

- Preside over all Association meetings, enforce the by-laws, serve as a member of the Indiana Regional Executive Committee, and chair the Indiana Regional Alumni Association Executive Committee, appoint all necessary committees, and call any special meetings.
- Vote only in case of a tie.
- Monitor Association committees.
- Following bi-yearly elections of the VP of Finance, call for an audit of the Association's financial books.
- If the President is not able to be present at an Association meeting, the President shall designate one of the Vice-Presidents to preside. The President shall also perform any other duties assigned by the Alumni Association Advisors or the Regional Coordinator.

Vice President (elected in even years). Shall:

- In the absence of the President, serve as Acting President when designated by the President, serve as a member of the Alumni Executive Committee, be an ex-officio member of all committees, and perform other duties as assigned.
- Develop Association goals, develop and implement ways to increase membership and attendance at all Association meetings and events, develop, encourage, and oversee all leadership activities. Report available scholarships at each meeting, develop, implement, and oversee scholarships, awards, and initiatives for members of the Indiana Region of Phi Theta Kappa.
- Oversee the submission of Hallmark Award entries for the Association.

Secretary (elected in odd years). Shall:

- In the absence of the President, serve as Acting President when designated by the President, serve as a member of the Alumni Executive Committee, be an ex-officio member of all committees, and perform other duties as assigned.
- Keep and distribute records of all meetings in a timely manner, maintain a roster of members, handle all appropriate correspondence, maintain project reports submitted by Committee Chairs, be responsible for notification and election process.
- Maintain communication with the Regional Officers and Regional Coordinator with regard to an Alumni Corner in the Regional Newsletter and adhere to deadlines and guidelines regarding content in the Regional Newsletter which represents the Alumni Association.

Treasurer (elected in odd years). Shall:

- In the absence of the President, serve as Acting President when designated by the President, serve as a member of the Alumni Executive Committee, be an ex-officio member of all committees, and perform other duties as assigned.
- Collect fees, keep necessary financial records, make association expenditures, render regular reports to the membership as requested, submit financial records for the bi-yearly audit to the Audit Committee.

Officers at Large. (1 elected in odd years, 1 elected in even years). Shall:

- Serve as a member of the Executive Committee and perform other duties as assigned.

All officers shall:

- Abide by the rules of order for all meetings and activities as set for the by the President and/or Advisor(s).
- Assist with new member recruitment and activities.
- Actively promote Association meetings, activities and events.
- Maintain consistent communication among fellow Board and Association members.
- Contribute to the Indiana Region's newsletter, social media, and other outlets as requested by the President and/or Advisor(s).
- Assist their local chapters and chapters of the Indiana Region with their College Projects, Honors in Action Projects, and all other projects or activities as called upon.
- Represent the Association at chapter, campus, community, regional and international events.
- Assist with and ensure the fulfillment of the responsibilities of the other officers of the Board.

Advisor(s). Shall:

- Be a member of the faculty or staff of an Indiana college or university with an active Phi Theta Kappa chapter.
- Be appointed by the Regional Coordinator of the Indiana Region of Phi Theta Kappa.
- Perform all duties and responsibilities as prescribed by the International Headquarters of Phi Theta Kappa.

APPLICATION

Name: _____

Date of Community College Graduation: _____

Candidate for office of: _____

In the space below (or on one attached page), please describe how you plan to contribute to the Indiana Region as an officer of the Alumni Association:



The completed application and bio page must be received by the current Indiana Regional Alumni Association President no later than March 8, 2019.
Mail all materials to:

Rhonda Cantu
4301 South Cowan Rd
Muncie IN 47302

Late or incomplete applications will NOT be accepted. Please direct any questions to Rhonda Cantu, rcantu1@ivytech.edu.

BIOGRAPHY

Campus Name: _____

Address of College: _____

City, State, Zip Code: _____

Date of your graduation _____

Major field of study: _____

Employer: _____

Position Held: _____

Employer Address: _____

Home Address: _____

City, State, Zip Code: _____

Home Phone: _____

Work Phone: _____

- Name of Institution if currently attending: _____
- Name of senior institution you plan to attend: _____
- Degrees (or Diplomas) you will seek: _____
- Expected Completion Date: _____

CANDIDATE SIGNATURE _____

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