

**By-Laws of the Missouri Alumni Association
of
Phi Theta Kappa Honor Society**

Preamble

That academic excellence, communication, and affiliation among two-year college students and alumni may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an exchange of ideas and ideals; and that scholars may be imbued with desire for continuing education, we, the members of the Missouri 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, to provide a continuing fellowship of Phi Theta Kappa members, and to dedicate ourselves to support the people, programs, and priorities of Phi Theta Kappa.

Article I. Name of Organization

The name of the organization shall be Missouri Alumni Association of the Phi Theta Kappa Honor Society, hereafter referred to as MAA or the Association.

Article II. Purpose of Organization

The purpose of this organization shall be to support and promote the people, programs and, priorities of the Phi Theta Kappa Honor Society, Phi Theta Kappa of Missouri, and the Missouri Alumni.

Article III. Membership

An alumnus member shall be a former member of the Phi Theta Kappa Honor Society who was duly inducted, who terminated active membership in good standing, and who was enrolled for at least one year in a two-year college. The membership of the MAA shall consist of all who meet the requirements set forth by the alumni association. Membership is open to all qualified persons without regard to race, creed, religion, sex, gender, sexual orientation, or national origin. Membership is not exclusive. Any alumnus may hold membership in any other Phi Theta Kappa alumni association while simultaneously maintaining active membership in the MAA.

Section 1 **Active Alumni Membership**

An active member of the MAA shall be any alumnus member who meets the requirements set forth by the alumni association and maintains a current dues status to the alumni association.

Section 2 **Honorary Alumni Membership**

A. An honorary member shall be a person who has rendered distinguished service to Phi Theta Kappa and the alumni association and was previously inducted as an honorary member into a Phi Theta Kappa chapter.

- B. Any member of the MAA may nominate an individual for consideration as an honorary member. A two-thirds (2/3) vote of the general alumni membership shall confer honorary member status with approval of International Headquarters.
- C. Honorary members cannot vote, hold office or officially represent the Society. Nor shall honorary members pay membership dues to the MAA.

Section 3 Active Chapter Membership

- A. Active participation within the Phi Theta Kappa organization will be defined as:
 - 1. Member in good standing of a Phi Theta Kappa chapter AND
 - 2. Served as a chapter or Regional officer, chapter committee chair, chapter program or project coordinator, and/or participating member of a chapter committee, program, or project.

Article IV. Officers and Duties

The officers of the Association shall be: President, Vice-President, Secretary, Accounts Secretary, and Past President, all of whom shall be active, dues-paying members.

Section 1 Eligibility

- A. Any active alumnus member shall be eligible to run for office after a minimum of one year of active membership as an alumnus member or active within the Phi Theta Kappa organization for one year prior to attaining alumni status.
- B. The MAA reserves the right to request documentation of active membership for the one year prior to attaining alumni status.

Section 2 Duties of the President

- A. The President shall preside over all Association meetings.
- B. The President shall enforce the by-laws.
- C. The President shall serve as the chair of the MAA Executive Committee.
- D. The President shall keep in contact with local alumni associations in Missouri, alumnus members, the Regional Coordinator, and International Headquarters.
- E. The President shall appoint all necessary committees.
- F. The President shall coordinate all regional alumni activity, plan, organize and direct the annual regional meeting, and call any special meetings.
- G. The President shall take on any other duties as assigned by the Executive Committee.

Section 3 Duties of the Vice-President

- A. The Vice-President shall serve as the Acting President in the absence of the President or in the event the elected President cannot fulfill the term in office.
- B. The Vice-President shall serve as the Parliamentarian of the MAA.

- C. The Vice-President shall serve as chair of the Elections Committee.
- D. The Vice-President shall assist the President when called upon.
- E. The Vice-President shall keep in contact with the President, the Association members, and the MAA Executive Committee.
- F. The Vice-President shall assist in the planning of the annual regional meeting.
- G. The Vice-President shall be an ex-officio member of all Association committees.
- H. The Vice-President shall take on any other duties as assigned by the Executive Committee or requested by the President.

Section 4 Duties of the Secretary

- A. The Secretary shall serve as the Communications and Public Relations Officer.
- B. The Secretary shall keep the records of all meetings, and shall make them available to all Association members.
- C. The Secretary shall maintain a roster of members, and handle appropriate correspondence for the Association.
- D. The Secretary shall maintain contact with the President, Vice-President, the Association members, the MAA Executive Committee, and the Regional Vice-President of Communications.
- E. The Secretary shall take on any other duties as assigned by the Executive Committee or requested by the President.

Section 5 Duties of the Accounts Secretary

- A. The Accounts Secretary shall maintain the accounts and passwords of the Association including financial and public accounts (i.e. social media, website, etc.).
- B. The Accounts Secretary shall certify all authorized signatures and/or passwords in accordance with the requirements of the financial institution where the Association's accounts are held and maintained.
- C. The Accounts Secretary shall serve as the chair of the fundraising and sponsorship committees.
- D. The Accounts Secretary shall have access to financial account information and will collaborate with the advisor(s)/facilitator(s) regarding Association financial matters.
- E. The Accounts Secretary shall take on any other duties as assigned by the Executive Committee or requested by the President.

Section 6 Duties of the Past President (See Article VII. Executive Committee, Section 7 for clarification)

- A. The Past President shall serve as the Special Projects Officer.
- B. The Past President shall chair the Special Projects Committee.
- C. The Past President shall assist the President when called upon.

- D. The Past President shall maintain contact with the President, Vice-President, Secretary, the Association members, and the Missouri Alumni Executive Committee.

Section 7 Terms of Office

- A. The President shall serve a two-year term from annual regional meeting to annual regional meeting.
- B. The Vice-President shall serve a two-year term from annual regional meeting to annual regional meeting.
- C. The Secretary shall serve a two-year term from annual regional meeting to annual regional meeting.
- D. The Accounts Secretary shall serve a four-year term from annual regional meeting to annual regional meeting.
- E. The Past President shall serve a two-year term from annual regional meeting to annual regional meeting.
- F. The Association President shall not serve two consecutive two-year terms.
- G. The Past President is not an elected member of the MAA Executive Committee. This position is automatically filled when the President steps down from office.
- H. In the event the elected President cannot fulfill the term of office, the Vice-President shall assume the duties of the office and a new Vice-President shall be elected by the membership or appointed by the Advisor(s)/Facilitator(s).

Article V. Removal from Office

A two-thirds (2/3) vote of MAA members present at a special or regular meeting, by mail/email ballot, or an electronic vote via an official website shall be necessary to remove an officer.

An officer may be removed from office for the following reasons:

1. An officer who fails to maintain current dues-paying status within the Association shall automatically forfeit office thirty (30) days after notification is mailed/emailed to the last known address/email address.
2. An officer who fails to perform the duties of his/her office as described in the By-laws Article IV. Officers and Duties.
3. An officer who fails to attend a minimum of 50% of all scheduled Executive Committee meetings and regional meetings. For the purposes of this provision, telephone and computer conferencing shall be counted as meeting attendance. Special consideration shall be given in the event of personal illness or injury and family emergencies.
4. An officer who participates in unethical or illegal practices in the performance of his/her duties of office.

Article VI. Elections

Elections shall be held at the regularly scheduled annual regional meeting of the Association. Voting shall be by secret ballot. A simple majority of alumnus members present and voting shall be necessary to elect the officers. The President and Secretary shall be elected in the same year. The Vice-President shall be elected in alternating years. The Accounts Secretary shall be elected

at every other annual regional meeting that holds Vice Presidential elections. The Past President is not elected; this position is filled when the President steps down from office.

Section 1 **Qualifications of Candidates**

- A. Current, dues-paying alumnus members who meet the eligibility requirements in Article IV, Section 1 are eligible to become candidates for office.
- B. Honorary members are not eligible to become candidates for office.
- C. Candidates must be present at the annual regional meeting in order to be elected.

Section 2 **Nominations**

- A. Nominations of qualified candidates shall be submitted to the Association Vice-President at least two weeks prior to the annual regional meeting.
- B. Nominations shall also be accepted from the floor during the annual regional meeting.

Section 3 **Voting**

- A. Only current dues-paying members of the Association may vote.
- B. Absentee ballots, submitted prior to the annual regional meeting, shall be accepted. Guidelines and deadlines for absentee ballots shall be reviewed by the MAA Executive Committee and submitted for approval by the membership at large.
- C. Votes shall be counted by the advisor(s)/facilitator(s) and someone appointed by the advisor(s)/facilitator(s).
- D. In the event of a tie, the President shall cast the deciding ballot.
- E. If an office remains unfilled, the advisor(s)/facilitator(s) may appoint an eligible active Association member for that office.
- F. Honorary members may not vote.

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

Article VII. Executive Committee

The MAA Executive Committee shall consist of the President, the Vice-President, the Secretary, the Accounts Secretary, and the Past President. The MAA Advisor(s)/Facilitator(s) and the Missouri Regional Coordinator(s) shall be non-voting, ex-officio members.

Section 1 The MAA Executive Committee shall serve from annual regional meeting to annual regional meeting.

Section 2 The duties of the MAA Executive Committee shall be to handle all questions not specifically dealt with in this document, make recommendations to the membership, and file an Alumni Annual Report to the Phi Theta Kappa Headquarters by the stated deadline.

Section 3 The MAA Executive Committee shall meet at the call of the chair at least once per year. All meetings shall be open to any association member who wishes to attend.

Section 4 All decisions shall be advisory; the membership shall vote on all recommendations. Any vote on recommendations, which in order to go into effect, must be approved by a simple majority vote of those present and voting.

Section 5 The decision to vote on advisory proposals by mail/email ballot, electronic vote via an official website, or at a regularly scheduled meeting shall be at the discretion of the MAA Executive Committee.

Section 6 Three (3) members of this committee shall constitute a quorum.

Article VIII. Advisor(s)/Facilitator(s)

Section 1 Advisor(s)/facilitator(s) shall be selected by the Association Executive Committee.

Section 2 Advisor(s)/facilitator(s) shall be 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 Missouri Regional Coordinator(s) and Phi Theta Kappa International Headquarters.

Section 3 Advisor(s)/facilitator(s) shall perform all duties and responsibilities as defined by the Phi Theta Kappa International Headquarters.

Article IX. Meetings

Section 1 Meetings shall be held at any Regional or International function or at the discretion of the Association President.

Section 2 Committees and sub-committees shall be ad-hoc. With the exception of the Election and Communication committees, 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 Minutes of all Regional alumni meetings shall be made available to each active association member.

Article X. Quorum

A quorum shall consist of all active Association members present at any announced meeting.

Article XI. Finances

- Section 1** All requests for money to be paid from Association funds must be presented in writing for the approval of the Executive Committee. Approval may be obtained electronically or by mail from at least two-thirds (2/3) of the Executive Committee.
- Section 2** All approved financial reimbursement requests must be submitted in writing to the Advisor(s)/Facilitator(s) and must be accompanied by receipts.
- Section 3** Each active alumnus member shall submit association dues in the amount of thirty dollars (\$30) annually to the Advisor(s)/Facilitator(s) by the first general session of the Regional Convention.
- Section 4** Dues may be reset at the annual regional meeting. All active members must pay dues as prescribed to be on the Association's active member roster.
- Section 5** The Advisor(s)/Facilitator(s) shall collect all dues and deposit them in the designated financial institution account(s). If upon receipt of a dues invoice from the Association, a member fails to pay within 30 calendar days from the invoice date, the Advisor(s)/Facilitator(s) shall drop that name from the active roster after notification.
- Section 6** All accounts held in the name of the Association shall be verified twice annually by the President or by the request of the Executive Committee, followed by a written report presented to the membership by the Advisor(s)/Facilitator(s) at the annual regional meeting.
- Section 7** The Advisor(s)/Facilitator(s) shall ensure that the President and Advisor(s)/Facilitator(s) have signatures on all Association financial records and accounts.
- Section 8** The Accounts Secretary shall certify all authorized signatures in accordance with the requirements of the financial institution where the Association's accounts are held and maintained.

Article XII. 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 Association Executive Committee, shall be governed by Robert's Rules of Order.

Article XIII. Amendment Procedures

- Section 1** In order to be voted on,
- A. Amendments may be initiated by any alumnus member and must be submitted in writing to the Executive Committee prior to submission to the active members at least fourteen (14) days prior to voting.
 - B. Amendments may be voted on if they are presented at a previous Regional alumni meeting.

Section 2 Amending the By-Laws shall require a two-thirds (2/3) vote of active Association members present and voting at any Regional alumni meeting.

Section 3 Amendments may be initiated by the Alumni Executive Committee and voted on by mail/email or an electronic vote via an official website, requiring a two-thirds (2/3) vote of the active members.

Section 4 No amendment may contradict the International Constitution or the Constitution of Phi Theta Kappa of Missouri.

Article XIV. Ratification

Section 1 The By-Laws shall become effective upon a two-thirds (2/3) vote of all active Association members.

Section 2 The By-Laws or any of their provisions may be suspended by a two-thirds (2/3) vote of all active Association members.

Section 3 A like two-thirds (2/3) vote is required to reinstate any suspended provision.

Section 4 Final interpretation of the By-Laws shall be the responsibility of the Regional Alumni President and the MAA Executive Committee.

Article XV. Dissolution

Section 1 The association may be dissolved one (1) year after a vote of the general membership to dissolve said association. However, any ten (10) persons eligible 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 its accounts shall be frozen except for payment of creditors as of that date, and shall be turned over in full to the Phi Theta Kappa Headquarters within thirty (30) days of final dissolution of the association.

Approved by membership vote effective 03/19/2016