

**By-Laws of the Missouri Alumni Association
of
Phi Theta Kappa International Honor Society
Of the Two-Year College**

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 Phi Theta Kappa International Honor Society of the Two Year College.

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 Society, Phi Theta Kappa of Missouri and the Missouri Alumni.

Article III. Membership

An alumnus member shall be a former member of the 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 Missouri Alumni Association 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, 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 Missouri Alumni Association.

Section 1 **Active Membership**

An active member of the Missouri Alumni Association 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 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 Missouri Alumni Association may nominate an individual for consideration as an honorary member. A two-thirds vote of the general 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 Missouri Alumni Association.

Article IV. Officers and Duties

The officers of the Association shall be: President, Vice-President, and Secretary/Treasurer, and Representative At Large, all of whom shall be active, dues-paying members.

Section 1 **Eligibility**

- A. Any active alumnus member who maintains current dues status to the Association shall be eligible to run for office after at least two years of active membership in the Missouri Alumni Association.
- B. Candidates for the office of Representative At Large shall have previously served at least one term as an elected officer of the Association.

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 chairman of the Missouri Alumni Association 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 meeting, and call any special meetings.

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 Missouri Alumni Association.
- 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 Missouri Alumni Association Executive Committee.
- F. The Vice President shall assist in the planning of the annual meeting.
- G. The Vice President shall be an ex-officio member of all Association committees.
- H. The Vice President shall serve as a member of the Missouri Alumni Association Executive Committee.

Section 4 **Duties of the Secretary/Treasurer**

- A. The Secretary/Treasurer shall serve as the Communications Officer.
- B. The Secretary/Treasurer shall keep the records of all meetings, and shall make them available to all Association members.
- C. The Secretary/Treasurer shall serve as the Financial Officer.

- D. The Secretary/Treasurer shall be responsible for the collection of dues and distribution of Association funds, maintain accurate records of all financial transactions, and render financial reports at official Association meetings.
- E. The Secretary/Treasurer shall ensure that the President and Advisor/Facilitator have signature authority on all association financial records and accounts.
- F. The Secretary/Treasurer shall maintain a roster of members, and handle appropriate correspondence for the Association.
- G. The Secretary/Treasurer shall maintain contact with the President, Vice President, the Association members, and the Missouri Alumni Association Executive Committee.
- H. The Secretary/Treasurer shall serve as a member of the Missouri Alumni Executive Committee.

Section 5 **Duties of the Representative At Large**

- A. The Representative At Large shall serve as the Special Projects Officer.
- B. The Representative At Large shall chair the Special Projects Committee.
- C. The Representative At Large shall assist the President when called upon.
- D. The Representative At Large shall maintain contact with the President, Vice President, Secretary/Treasurer, the Association members, and the Missouri Alumni Association Executive Committee.
- E. The Representative At Large shall serve as a member of the Missouri Alumni Executive Committee.

Section 6 **Term of Office**

- A. The President shall serve a two-year term from annual meeting to annual meeting.
- B. The Vice President shall serve a two-year term from annual meeting to annual meeting.
- C. The Secretary/Treasurer shall serve a two-year term from annual meeting to annual meeting
- D. The Representative At Large shall serve a two-year term from annual meeting to annual meeting.
- E. The Association President/Regional Alumni Liaison shall not serve two consecutive two-year terms in office.
- F. 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/Facilitator.

Article V. Removal from Office

A two-thirds vote of Missouri Alumni Association members present at a special or regular meeting, by mail ballot, or an electronic vote via an official website shall be necessary to remove an officer. An officer failing to maintain current dues-paying status within the Association shall automatically forfeit office 30 days after notification is mailed to the last known address.

Article VI. Elections

Elections shall be held at the regularly scheduled annual meeting of the Association. Voting shall be by secret ballot. A simple majority of alumnus members voting shall be necessary to elect the officers.

The President and Secretary shall be elected in the same year. The Vice President and Representative At Large shall be elected at the same time in alternating years.

Section 1 **Qualifications of Candidates**

- A. All current, dues-paying alumnus members who have maintained active Association membership for at least two years 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 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 meeting.
- B. Nominations shall be accepted from the floor during the annual meeting.

Section 3 **Voting**

- A. Only current dues-paying members of the Association may vote.
- B. Absentee ballots, submitted prior to the annual meeting, shall be accepted. (Guidelines and deadlines for absentee ballots shall be reviewed by the Missouri Alumni Association Executive Committee and submitted for approval by the membership at large.)
- C. Votes shall be counted by the advisor/facilitator and someone appointed by the advisor/facilitator.
- D. In the event of a tie, the President shall cast the deciding ballot.
- E. If an office remains unfilled, the advisor/facilitator may appoint an 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 Missouri Alumni Association Executive Committee shall consist of the President, the Vice President, the Secretary/Treasurer, and the Representative At Large who will serve staggered two-year terms. The Missouri Alumni Association Advisor/Facilitator and the Missouri Regional Coordinator shall be non-voting, ex-officio members.

Section 1 The Missouri Alumni Association Executive Committee shall serve from annual meeting to annual meeting.

Section 2 The duties of the Missouri Alumni Association 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 Missouri Alumni Association 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 or at a regularly scheduled meeting shall be at the discretion of the Missouri Alumni Association Executive Committee.

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

Article VIII. Advisor/Facilitator

Section 1 An advisor/facilitator shall be selected by the Association Executive Committee.

Section 2 The advisor/facilitator 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 and Phi Theta Kappa International Headquarters.

Section 3 The advisor/facilitator 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 Secretary/Treasurer and must be accompanied by receipts.

Section 3 Each active alumnus member shall submit association dues in the amount of twenty dollars (\$20) annually to the Secretary/Treasurer by the first general session of the Regional Convention.

Section 4 Dues may be re-set at the annual meeting. All active members must pay dues as prescribed

to be on the Association's active member roster.

Section 5 The Secretary/Treasurer 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 Secretary/Treasurer shall drop that name from the active roster after notification.

Section 6 All accounts held in the name of the Association shall be verified monthly by the President and audited annually by the Executive Committee, followed by a written report presented to the membership by the Secretary/Treasurer at the annual meeting.

Section 7 The Secretary/Treasurer shall ensure that the President and Advisor/Facilitator have signature authority on all Association financial records and accounts.

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, requiring a two-thirds (2/3) vote of the active Association 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 Missouri Alumni Association 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.