

## ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be known as the Greater Northwest Region of Phi Theta Kappa, and is comprised of Alaska, Canada, Montana, Northern Idaho, and Washington.

## ARTICLE II. PURPOSE OF ORGANIZATION

The purpose of this organization shall be to provide a means through which Chapters of Phi Theta Kappa International Honor Society in the Greater Northwest Region may better achieve the goals and purposes of the Society, to promote participation by members of the Greater Northwest Region of Phi Theta Kappa in region-wide activities; and to foster fellowship and understanding among Phi Theta Kappa members in the college community and the Greater Northwest Region.

## ARTICLE III. DIVISIONS ORGANIZATION

### Section 1. Executive Board

Part A: The Executive Board shall consist of the Regional Officers and the Regional Coordinator (and Associate Coordinator).

Part B: The Regional Coordinator/Associate shall serve as a non-voting, ex-officio member(s).

### Section 2. Chapter Membership

Part A: Chapter membership shall consist of the Chapters of the Greater Northwest Region that meet the requirements for Membership in Phi Theta Kappa and are in agreement with the Phi Theta Kappa Constitution and Bylaws.

Part B: To be considered a Chapter in Good Standing, and to retain voting privileges, Chapters shall pay Regional dues, as specified in Article VII, Section 1.

### Section 3. Regional Coordinator/Associate

Part A: The Regional Coordinator/Associate are appointed by Phi Theta Kappa.

Part B: The Regional Coordinator/Associate shall support the programs and activities of the Region, as defined by the Society and this Constitution, and strive to a 5-star status region.

Part C: The Regional Coordinator/Associate shall meet with the Executive Board and Coordinator Advisory Board throughout the annual year to plan and direct the affairs of the Region for the mutual benefit of the Membership.

Part D: The Regional Coordinator/Associate shall duly represent the Region through academic and community associations.

Part E: The Regional Coordinator/Associate shall be responsible for coordinating and overseeing the facilitation of all Regional business meetings, conferences, and conventions.

### Section 4. Regional Advisory Board

Part A: The purpose of the Regional Advisory Board is to support the Regional Coordinator by performing tasks as assigned by the Regional Coordinator and to advise in growing and developing the region with the Regional Coordinator and the Executive Board.

Part B: Members of the Regional Advisory Board shall be the Regional Coordinator, a minimum of three Chapter Advisors, the Executive Board, and one Alumni Member.

Part C: The Regional Coordinator/Associate may recommend candidates and shall oversee the appointment of an Advisory Board, explain the responsibilities of the committee, and serve as a member. This appointment may be held at any Advisor's meeting, either in person or virtually.

Part D: The term for Advisors shall be two years, to provide opportunity for others to serve the Region, and may be renewed.

Part E: The term for an Alumni Member shall be one year, to provide opportunity for others to serve the Region, and may be renewed. The Alumni member shall be selected by the Regional Coordinator and voted on by the Executive Board.

Part F: A Chapter Advisor or Alumni Member may be removed from the Board by the Regional Coordinator taking into consideration recommendations from the remaining Advisory Board members and the Executive Board.

## Section 7. Alumni Chapters.

Part A: An Alumni Chapter of the Greater Northwest Region of Phi Theta Kappa is one which is fully affiliated with Phi Theta Kappa International Honor Society; has been included in the role of Alumni Chapters by having complied with the requirements necessary to be an official Alumni Chapter; and has been issued an Alumni Chapter charter.

## ARTICLE IV. EXECUTIVE BOARD

### Section 1. Eligibility.

Part A: Candidates must be present at the Fall Regional Convention

Part B: Candidates must be active Chapter Members in Good Standing, of a Chapter in Good Standing, and meet all requirements of Membership in the Society.

Part C: A Regional Officer shall:

- 1) Attend a two-year college for the academic year of their term in office and provide verification of enrollment in college level courses totaling at least six credit hours per academic term that apply toward a degree.
- 2) Provide an unofficial transcript to the Regional Coordinator within one week of the posting of grades at the end of each grading period.
- 3) Failure to maintain eligibility will result in immediate commencement of removal process as stated in Article IV, section 4 of the Constitution.

Part D: Candidates must be nominated by their Chapter and meet the application requirements as outlined Regional Officer Candidate Application.

Part E: The Regional Coordinator must receive required nomination materials one (1) week before the annual Regional Fall Convention for processing purposes. This may be waived if deemed necessary and appropriate at the sole discretion of Regional Coordinator.

Part F: Regional Officers are limited to holding office for two years regardless of position.

### Section 2. Selection Process.

Part A: Regional Officers shall be elected and installed at the Regional Conference (spring).

Part B: Election shall be by a simple majority vote of the designated chapter delegates at the Regional Convention.

Part C: One official delegate per Chapter represented at the convention is allowed to vote.

Part D: Uncontested positions will only be filled by a 2/3 majority vote of the chapters present.

Part E: A non-voting option will be available to voting delegates.

### Section 3: Official Duties.

Part A: Official duties of all Regional Officers are specified in the Bylaws.

Part B: Specific powers of each Regional Officer are specified in the Bylaws.

### Section 4: Replacement.

Part A: Resignations. Should any Regional Officer find that he/she must resign from office during his/her term, the Officer must submit a letter of resignation to the Executive Board within 7 days of the announcement.

Part B: The Coordinators shall receive recommendations from the Executive Board and the Advisory Board for consideration to make an interim appointment to fill the vacancy.

Part C: The Coordinator can make the interim appointment, a Member in Good Standing as defined in the Constitution and Bylaws of Phi Theta Kappa, until ratification of that appointment at the next Regional Business Meeting.

Part D: Upon ratification, the appointee shall serve as a full member of the Executive Board for the remainder of the replaced officer's current term of office.

Part E: Removal. If any Regional Officer fails to fulfill the duties of that office, or fails to communicate with the Executive Board as deemed necessary by the Board and Regional Coordinator, that Officer may be removed from office, as specified in the Bylaws.

Part F: The Regional Coordinators may temporarily reassign duties to another Regional Officer upon initiation of impeachment procedures, and until a determination is made.

Part G: Upon failure to remove the officer during the impeachment process, the officer in question shall resume his/her duties as Regional Officer.

Part H: Upon removal of the officer, the Regional Coordinators shall receive recommendations from the Executive Board and the Coordinator Advisory Board for consideration in making an interim appointment, as specified in the Bylaws, until ratification of that appointment at the next Regional Business Meeting.

Part I: Upon ratification, the appointee shall serve as a full member of the Executive Board for the duration of the term of office.

Part J: Any vacancy may be left unoccupied in the case that the Executive Board unanimously votes to leave the vacancy until the regularly scheduled officer elections. This option does not apply to a presidential vacancy.

## Section 5: Succession.

Part A: Should a Regional President find it necessary to leave office during his/her term, a current regional officer shall be appointed to fulfill the duties of the Presidency by a simple majority vote by the Executive board / Advisory Board.

Part B: Should any other Regional Officer find it necessary to leave office during his/her term, the Regional Coordinators shall temporarily reassign those duties to another Regional Officer until a replacement is appointed, as specified in Article IV, Section 4, A-D; J.

## ARTICLE V. REGIONAL MEETINGS

### Section 1: Official Regional Meetings.

Part A: There shall be two required Regional Meetings per year, as stated by the Society: the Spring Regional Conference and the International Convention Regional Meeting. Spring Regional Conference is determined by the Regional Coordinator and Executive Board to ensure good attendance and will factor distance and availability with any host colleges.

Location of the International Convention Regional Meeting is determined by the international organization.

Part B: In addition, training shall be offered and business meetings convened at all Official Regional Meetings held by the Region.

Part C: All Chapters of the Region shall be notified of all Official Regional Meetings in a timely manner. A minimum of 20 business days shall be communicated to the region prior to the meeting.

Part D: Any Chapter in Good Standing shall be eligible for hosting of Official Regional Meetings, as decided by coordinators, advisory board and the executive board with the help of the event planners at PTK HQ.

Part E: All Official Regional Business Meetings shall be presided over by the Regional President or his/her designee, in conjunction with the Executive Board.

Part F: Roberts' Rules of Order, Newly Revised Version, is the parliamentary guideline for all Official Regional Business Meetings, to be used at the discretion of the Regional Executive Board.

Part G: Require that Chapters sign in at the registration on the first day of a conference and be present at the chapter roll call at the business meeting on the last day. Both requirements should be met in order for a chapter to be counted as a participant of Regional conference/business meeting.

## Section 2: Board Meetings.

Part A: The Executive Board and Regional Coordinator shall meet before each Official Regional Meeting, and during the year periodically, to conduct Regional business.

Part B: The Advisory Board shall meet at Official Regional Meetings to review the progress of the Region, to provide input and to plan strategies for growth.

## ARTICLE VI. VOTING

### Section 1: Criteria.

Part A: All Chapters in Good Standing of the Region shall have the right to select one voting delegate, for attendance at Official Regional Business Meetings to represent the opinion of their Chapter. The Chapter Delegate shall be the sole voice of the chapter during official business discussion, unless special permission is granted by the Chair of the meeting.

Part B: The Chapter delegate shall vote regarding business presented to the Membership at Official Regional Business Meetings, and a 3/5ths vote shall rule.

Part C: For elections and ratification of appointments, a simple majority vote of the Chapter delegates in attendance shall rule, and may be cast by Official Ballot, as decided by the Board.

1. Emergency voting can only be qualified as official business if it is brought to the conference by a regional board member.
2. Voting delegates of chapters in attendance of the district meeting will vote.
3. In the presence of the District Vice-President, the votes may be counted by two advisers not from the District Vice-President's chapter.
4. The votes will be reported by each District Vice-President at the next Regional board meeting where all votes will be tallied and the vote will pass.

## ARTICLES VII. FINANCES

### Section 1: Regional Dues.

Part A: To be a Chapter in Good Standing, Regional Dues must be paid in full for each new inductee into the organization.

Part B: To change the amount of Regional Dues, it shall require a 3/5ths vote of the delegates at an Official Regional Business Meeting. After a passing 3/5ths vote, the changes must be submitted to International Headquarters for final approval.

Part C: Regional dues shall be reevaluated annually at the Spring Regional Business Meeting where a recommendation from the Regional Coordinator will be delivered and immediately voted on by the membership in attendance.

### Section 2: Accountability.

Part A: The Regional Coordinator shall serve as custodian of Regional funds.

Part B: The Regional Coordinator(s) and Executive Board shall publish a financial report to be presented at each Official Regional Business Meeting and on the official website.

Part C: The Regional budget is considered public information to the Regional Membership and to Phi Theta Kappa.

Section 3: Scholarships. The Region may opt to award scholarships in the form of paid registrations to Regional Events and/or membership into Phi Theta Kappa.

Section 4: Awards Program. The Region shall provide funds to purchase Regional awards to be presented to Members/Chapters at the annual convention.

## ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section 1: Constitutional Amendments may be initiated by the Executive Board and/or the Coordinator Advisory Board.

Section 2: Recommendations for proposed Constitutional Amendments may be submitted in writing for consideration to the Executive Board from the Membership of Chapters in Good Standing.

Section 3: All proposed Constitutional Amendments shall be published and provided to the Membership at least twenty-one (21) days before voting shall take place at the next Official Regional Business Meeting.

Section 4: A 3/5ths vote of the delegates from Chapters in Good Standing in attendance at the next Official Regional Business Meeting shall be required to amend the Constitution.

## ARTICLE IX. BYLAWS

### Section 1: Adoption.

Part A: Such Bylaws as may be necessary to implement this Constitution may be adopted.

Part B: Bylaw Amendments shall be subject to a 3/5ths vote of delegates from Chapters in Good Standing in attendance at any Regional Business Meeting, as defined in this Constitution.

Part C: Bylaws may not conflict with any provision of this Constitution.

Part D: All proposed Bylaw Amendments shall be published and provided to the Membership at least twenty-one (21) days before the voting, which is to take place at the next official Regional Business Meeting.



## Section 2: Interim Amendments.

Part A: Upon finding that “time is of the essence” concerning a Bylaw Amendment, the Executive Board may pass an Interim Amendment by an Executive Board majority vote.

Part B: Interim Bylaw Amendments shall expire, unless ratified by a 3/5ths majority vote of delegates from Chapters in Good Standing in attendance at the next Official Regional Business Meeting.

Part C: Interim Bylaw Amendments shall be made available to every chapter representative at conference registration. At the International Convention, notice of Interim Bylaw Amendments will be given to chapter representatives at the beginning of the regional business meeting.

## ARTICLE X. FINAL INTERPRETATION

Final interpretation of this Constitution, and any Bylaws authorized by this Constitution, shall be the responsibility of the Regional Coordinator Advisory Board and the Regional Coordinators and Executive Board. The Advisory Board and Regional Coordinators shall adopt procedures for arbitrating disputes and allowing for testimony, either verbal or written, of all viewpoints, prior to the issuance of a final interpretation.

## ARTICLE XI. ADOPTION OF PHI THETA KAPPA INTERNATIONAL BOARD POLICY STATEMENT

The Greater Northwest Region shall support the Executive Board of Directors of the Phi Theta Kappa International Honor Society in the Board’s priority mission of “Scholarship first” through the promotion of scholarly activities in all Official Regional Business Meetings.

# Bylaws

09/08/2020

## ARTICLE I. REGIONAL OFFICERS

### Section 1: General Official Duties.

Part A: Communicate closely with the Regional Coordinators and fellow Officers.

Part B: Submit a statement of professional goals for the Region to the Regional Coordinators for publication in the first newsletter, due 60 days into the appointment term.

Part C: Uphold the standards of Membership and support the principles, ideals and programs of the Society, serving the Region as a role model and sign the regional officer code of conduct.

Part D: Be ready to travel to various Regional, District, and/or International meetings, possibly serving in the following roles: keynote speaker, master of ceremonies, workshop leader, and Society ambassador. Have a prepared speech which can be adjusted to meet the needs of the invitation.

Part E: Notify the Regional Coordinators, prior to the event, of all invitations to represent the Region and District at chapter and/or other events.

Part F: Prepare an autobiography and article(s) for the regional newsletter distributed at International Convention, and a year-end report and article(s) for the regional newsletter distributed at Regional Convention. All materials must be submitted at least 30 days prior to distribution of the newsletter. All materials must also be submitted to the regional webmaster.

Part G: Regional Officers will attend all regional conferences in their entirety.

Part H: Maintain correspondence with the Division IV Vice President, sister region officers as needed per business obligations. Initiate/maintain monthly contact with assigned liaison chapters.

Part I: Meet on a regular basis with the Regional Coordinators and Executive Board (monthly, or as scheduled) to direct the Region and to assist in development of agendas for Official Regional Business Meetings. For other Officers with substantial travel distances, arrangements may be made by the current regional board to allow for “virtual attendance” as set forth by that board.

Part J: Preside over all Official Regional Business Meetings, including the Annual International Convention’s Regional Business Meeting. (Attendance to the International Honors Institute is recommended but not required.)

Part K: Use Roberts’ Rules of Order, Newly Revised, as designated in the Constitution, Article 5, Section 1, Part F.

Part L: Support your local chapter in regular activities, meetings, etc., integrating them with the Region, District and their goals.

Part M: Regional Officers are prohibited from missing two consecutive regional board Meetings.

Part N: Submit a report to the Region on all duties performed at the Regional Business Meetings.

## Section 2: Individual Duties of the Executive Officer.

Part A: The **President** shall:

- Preside over all Official Regional Business Meetings and Executive Board Meetings.
- Direct regional activities and projects.
- Act as Parliamentarian and be familiar with Roberts’ Rules of Order.
- Keep the Regional Coordinators aware of his/her Regional plans and activities.
- Monitor the performance of the duties of the Executive Board.
- Host all conventions – both in person and virtually.
- Maintain current regional directory of advisors and executive structure.
- Oversee the Region’s fund-raising projects.
- Call membership roll at the beginning of district meetings and Regional Business Meeting held at International Convention.
- Oversee the Regional Facebook page and any other official social media platforms of the region.

Part B: The **Education Officer** shall:

- Find and coordinate workshops and speakers for all regional conferences and meetings
- Oversee Regional Honors in Action project(s)
- Inform the Region about Honors in Action and best practices ins forth...
- Serve as interim President in the event that the Regional President is not in attendance at a Regional Business Meeting

Part C: The **Public Relations Officer** shall:

- Maintain and expand all current and future social media platforms associated with the region
- Distribute information from the regional officer team to chapters
- Distribute a Regional Newsletter to all chapters and advisors
- Update the Regional Coordinator on all issues regarding regional website

Part D: The **Historian Officer** shall:

- Assume Parliamentary duties including information and guidance on Regional Constitution and Bylaws and Robert's Rules of Order
- Collect and store all historical information about the region to include meeting minutes and media, to collect all data to add to the regional website
- Assist the Public Relations Officer in adding and maintaining records of pictures, videos, and
- past minutes from all regional events.

Part E: The **Outreach Officer** shall:

- Oversee efforts to increase recruitment amongst chapters
- Maintain contact with all chapters and assist in their participation in Regional events
- Oversee efforts to become, or maintain, 5-star Region status
- Coordinate inter-chapter events and facilitate Regional officer participation at individual chapter events

Part F: The **Outlying District Officer/Representative** shall:

- Be a member from a chapter hailing from either District 3, 4, or 5 (Montana, Canada or Alaska).
- Represent best interests and opinions of District 3, 4, and 5 to the Regional Executive Board.
- Assist all other officers with their duties to the best of their ability
- Work with outreach officer to foster growth in outlying districts

### Section 3: Resignation Process.

Part A: An Officer who finds he/she must resign shall present a letter of resignation to the Regional Coordinator after 7 days of a verbal announcement of resignation.

Part B: If a letter of resignation is not received within 10 days of the verbal announcement, the Officer shall officially be removed from the Executive Board.

Part C: The Regional Coordinators shall inform the Executive Board and the Advisory Board immediately, but no longer than 3 working days after the verbal announcement.

Part D: The Executive Board shall begin the Replacement Process, as specified in the Constitution, Section 4.

Part E: An announcement shall be made to the Membership within 14 days of receipt of the official letter of resignation, or at the next official regional business meeting, whichever comes first.

### Section 4: Replacement Process.

Part A: An ad hoc committee may be formed to assist with the recommendation process, as specified under Article III, Section 6, of the Constitution.

Part B: Recommendations for a replacement shall be made to the Regional Coordinator within 35 days of the verbal resignation announcement.

Part C: Recommendations may consist of, but are not limited to, current Regional Officers, the candidates from the Region's previous election, or any Member in Good standing that comes highly recommended for service to their Chapter.

Part D: Recommendations must be Members from Chapters in Good Standing who meet initial Candidacy requirements as found in the Constitution.

Part E: Appropriate applicants should indicate in writing their desire and their ability to fulfill the duties of the office, and must demonstrate their ability to meet the obligations of the Office.

Part F: Several recommendations may be presented to the Regional Coordinators, each with a brief written justification and rationale.

Part G: The interim appointment shall be made by the Regional Coordinators.

Part H: The Interim Officer shall be presented to the Membership at the next Official Regional Business Meeting for ratification of the appointment.

Part I: Any vacancy may be left unoccupied in the case that the Executive Board unanimously votes to leave the vacancy until the regularly scheduled officer elections. This option does not apply to a president vacancy.

#### Section 5: Impeachment Process.

Part A: A letter of concern shall be sent to the Officer in question, and a copy to the chapter advisor(s).

Part B: The Officer shall have 7 days to respond to the letter with a written and verbal explanation of his/her actions.

Part C: A special meeting of the full Executive Board and Regional Coordinator(s) shall be called to review the information and make a determination.

Part D: In the event that impeachment is recommended, the Executive Board shall present their recommendation by mail and /or email to the Chapters in Good Standing of the Region.

Part E: A 3/5ths vote of the Chapters in Good Standing present at the next Official Regional Business Meeting shall be necessary for the removal of the Officer.

Part F: If a 3/5ths vote of the Chapters in Good Standing does not ratify impeachment, the Officer shall regain full Board privileges.

Part G: Duties of a removed Officer will be temporarily reassigned to another Officer by the Regional Coordinator until the Replacement Process shall be completed.

Part H: In the event of an egregious action(s) by a Regional Officer, Phi Theta Headquarters may recommend the immediate removal of a Regional officer without need for a vote of Chapters of Good Standing.

## ARTICLE II. REGIONAL DUES

All chapters of the Greater Northwest Region shall pay a one-time fee of \$5.00 per new inductee which goes to support the operations of the Region.