



Phi Theta Kappa



ALABAMA REGIONAL OFFICER RESPONSIBILITIES and GUIDELINES 2012-2013

The 2012-2013 Regional President (may be from any of the three Districts): The individual representing the chapter elected as President of the Alabama Region has the responsibility to:

- Represent the Alabama Region at all required 2012-2013 International and Regional meetings and events and other events as requested by the Regional Coordinators (RC)
- With your chapter, serve as Host for the 2013 Regional Convention (location will be selected by Regional Coordinator if site is not host chapter's college campus)
- Preside at 2012 Honors in Action Leadership Conference and 2013 Regional Convention.
- Send a friendly, informative e-mail each month to the Region; send a copy of all regional correspondence to the RC for proofing prior to sending.
- Check e-mail/phone messages daily, promptly answer all correspondence from chapter officers and Advisors in your District, Regional Officers, and RC.
- Compile a report of 5 Star progress of all chapters and each District's contributions to the Regional goals. Send report during the fall semester (end of October) and the spring semester (end of February) to the RC.
- Designate a Vice President to take minutes at each Regional meeting. Write and send a President's report on each Regional meeting and event to the RC one week after the event.
- Send news and photos from your chapter and the chapters in your District at least once per semester to the RC for the Regional website.
- With your chapter, mentor at least two less active chapters in your District.

The 2012-2013 District Vice President Chapters: The individuals representing the chapters elected as Vice President of the 3 Districts of the Alabama Region have the responsibility to:

- Represent the Alabama Region and your District at all required 2012-2013 International and Regional meetings and events and other events as requested by the Coordinator
- With your chapter, serve as Host for your district's 2012 District Mock Chapter events (location selected by the RC if site is not the host chapter's college campus)
- Send a friendly, informative e-mail each month to the chapters in your assigned District; send a copy of all regional correspondence to the RC for proofing prior to sending.
- Check phone/e-mail messages daily, and promptly answer all correspondence from chapter officers and Advisors in your assigned District, your fellow Regional Officers, and the RC.
- Track the 5 Star progress and progress toward regional goals of all chapters in your assigned District; send a report during fall semester (mid-October) to the Regional President
- Send news and photos from your chapter and the chapters in your assigned District at least once per semester to the RC for the Regional website.
- With your chapter, mentor at least two less active chapters in your assigned District

Each Alabama regional officer (chapter) will serve a one-year term. A chapter must be in good standing to be eligible to run for regional office. All candidates for office must be approved by the Regional Coordinator. A chapter wishing to run for regional office will submit the required forms, which must be received by the Regional Coordinator on or before midnight Friday, **March 2, 2012**. The regional officer candidate will deliver a brief (2-3 minute) presentation on the current Honors Study Topic, "*The Democratization of Information: Power, Peril, and Promise*" at the First General Session of the Regional Convention (Friday, March 9, 2012).

If the student who will hold the Regional Officer position has not yet been selected before the Regional Convention, one of the current chapter officers may deliver the presentation and represent the chapter at the installation ceremony. The individual chosen to represent the elected chapter must be selected before the 2012 Annual Convention. The individual will be personally responsible for fulfilling the duties of the office, and must be an active member in good standing. Regional officers are encouraged to hold a (less demanding) chapter officer position. This will encourage the regional officer to remain more actively involved with their chapter.

Each chapter in good standing attending Regional Convention has one vote. A simple majority vote will elect a chapter to office. Ballots will be distributed to chapter delegates at the Second General Session, and will be submitted by 8:30 AM the next day. If there is a run-off election, ballots will be submitted prior to the Third General Session. Results will be announced and the new officers will be installed at the conclusion of the Convention.

If, due to extenuating circumstances, the regional officer is unable to fulfill the any or all of the duties of the office, the regional officer must contact the Regional Coordinator immediately to receive permission to be excused from the required event or responsibility. If the regional officer is unavailable, the regional officer's advisor must contact the Regional Coordinator. Upon receiving approval from the Regional Coordinator, the chapter must select another student to serve as interim regional officer; this individual must be approved by the Regional Coordinator.

If at any time during the term of office, the regional officer fails to fulfill the requirements of office, the regional officer may be asked to resign by the Regional Coordinator. If a student is interested in running for regional officer, he/she should complete the required forms with the assistance of the chapter Advisor. The Advisor should review these forms thoroughly before mailing to the Regional Coordinator.

"I have read and understand the responsibilities of the Regional Office for which I am applying, and commit to perform those responsibilities to the best of my ability if I am elected."

Name of Officer Candidate: _____

Signature of Officer Candidate: _____

"I have read and understand the responsibilities of the Regional Officers, and pledge my support and the support of the chapter to our Regional Officer Candidate"

Name of Advisor: _____

Signature of Advisor _____

Regional Officer Candidate Information

All of the following forms must be completed, have required signatures, and must be included in the application packet. Please check off each required form when completed. Incomplete applications will not be considered.

- Alabama Regional Officer Guidelines and Responsibilities
- Regional Officer Candidate Information
- Advisor Verification
- Campaign Rules Agreement
- College President Signature (*Please ask the President to read the requirements for Regional Officers prior to signing.*)
- Two letters of recommendation. (*College President, College Dean, or Faculty Member who has taught the candidate, and the Chapter Advisor. Letters should not exceed two typed pages.*)
- Copy of Honors Study Topic speech (outline or full text; typed, double-spaced)

(Please Type)

Phi Theta Kappa Regional Officer Report Form		
Date:		
Region:		
Officer Name:		
Regional Officer Title:		
Mailing Address:		
City:	State:	Zip Code:
Telephone Number: ()		
Email Address:		
College:		
Chapter:		

All completed forms must be mailed by the Chapter Advisor to:

Dr. Humphrey Lee, Regional Coordinator, Phi Theta Kappa, Alabama Region

P.O. Box 2545, Muscle Shoals, AL 35662.

***Application packets must be received (not postmarked) by midnight,
March 2, 2012***

ADVISOR VERIFICATION

The candidate for regional office in the Alabama Region of Phi Theta Kappa must satisfy and maintain for the duration of the term in office, the following requirements:

1. Must have met the requirements for membership, having been duly inducted into Phi Theta Kappa International Honor Society.
2. Must be an active member of an active chapter.
3. Must maintain the standards necessary for membership in his/her chapter.
4. Must currently be enrolled in an accredited two-year college in the region, pursuing an associate degree program, and continuing to be enrolled throughout the academic year during the term of office.

I pledge that this candidate meets all of the eligibility requirements, as specified above. This member will be fully supported by his/her chapter in his/her endeavor to run for and hold an office in the Alabama Region of Phi Theta Kappa, should she/he be elected.

Chapter Advisor's name _____
(Please type or print)

Chapter Advisor's signature: _____

Advisor's phone number: () _____

Advisor's e-mail address _____

Candidate's Name _____

Candidate's phone number _____

Candidate's e-mail address _____

Candidate's Phi Theta Kappa member # _____

Date of Induction _____

Chapter Officer Position _____

Expected graduation or transfer date _____



Phi Theta Kappa

ALABAMA REGIONAL CONVENTION 2012

CAMPAIGN RULES AGREEMENT



- 1) To be eligible to run for office, a chapter must be current in its payment of regional dues.
- 2) **All chapters running for office must complete the enclosed forms. These forms must be mailed to Dr. Humphrey Lee, Regional Coordinator. The forms must be received by March 2, 2012.** Please note that **four** signatures are required: (1) the chapter president, (2) the chapter advisor, (3) the candidate for office, and (4) the college president.
- 3) A chapter may distribute only two types of campaign materials at the convention. One must be informational and consist of no more than 450 sheets of white recyclable paper (no larger than 8 1/2 inches by 11 inches. The other item can be a “fun” type item, such as a sticker, button, small toy or most anything the chapter considers appropriate. No additional materials may be distributed.
- 4) Absolutely no campaign materials may be posted at the hotel(s) or the location of the general sessions. If the convention is held on a college campus, no campaign materials may be posted anywhere on campus.
- 5) No campaign materials may be mailed or distributed in any way prior to the convention.
- 6) One table will be provided for candidates and chapter members to set up their campaign displays on Friday, March 9, 2012. Displays may be set up no earlier than 9 am and must be removed before 10 pm the same day. Campaign T-shirts or other articles of campaign apparel may be worn at any time during the convention.
- 7) Each candidate running for office must give a presentation on the **Honors Study Topic, “The Democratization of Information: Power, Peril, and Promise”** at the First General Session, March 9, 2012. Each campaign presentation is strictly limited to three minutes.

Chapters are reminded that all campaign materials and presentations should take into account the nature of the Phi Theta Kappa organization. Humor and a “light-hearted” approach are acceptable. Bad taste is NOT. Please respect your fellow members, the advisors, visitors and dignitaries when preparing and presenting your campaign.

“As a candidate for a regional office in Phi Theta Kappa of the Alabama Region, I am aware that it is an honor to be selected as a leader in the scholastic Society for two-year colleges. I am aware that with the honor comes the obligation to support the principles for which the Society stands, including the Honor Code, and to fulfill the responsibilities of my office. I commit myself to support and promote the ideals, goals, and programs of Phi Theta Kappa, and I have read, understand, and agree to fully comply with the campaign rules.”

Candidate’s Signature _____

Chapter President Signature _____

Chapter Advisor Signature _____

Required Regional Officer Meetings and Events for 2012-2013

(The College President should read the following information prior to signing the College President signature form)

All 2012-2012 Phi Theta Kappa Regional Officers are **required** to attend the following events:

- **2012 Regional Convention** (Calhoun Community College, Decatur Campus, March 9-10)
 - **2012 Annual Convention** (April 11-14, Nashville TN. *Includes: Regional Officer Meeting, Honors in Action Academy, Alabama Regional Meeting, all General Sessions, Educational Forums*)
 - **2012 Regional Officer Leadership Retreat**(Tentative: May 21-23)
 - **2012 Honors Institute** (TBA, mid-June)
 - **2012 District Mock Chapter events** (July, dates TBA)
 - **2012 Regional Honors in Action Leadership Conference**,(September, TBA)
 - **2013 Regional Convention**, (March 8-9, location TBA)
 - **2013 Annual (International) Convention** (TBA).
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- Officers' expenses will be paid for all pre-approved functions within the Alabama Region. The regional officers will receive a scholarship from the Alabama Region that covers the registration fee (all activities except 'free day' plus room and board) for Honors Institute. Each regional officer's community college is expected to cover the cost of transportation to the Institute.
 - Regional officers must have reliable transportation and must be willing and able to travel. All regional officers are expected to travel independently to regional functions and to visit chapters in their districts, as well as other travelling to seminars, meetings, and other events requested by the Coordinator. Advisors, family members, or friends should not be expected to accompany regional officers when they travel.
 - The 2012-2013 regional officers will receive paid registration for **Honors in Action Academy** during the 2012 Annual(International)Convention, plus one night hotel accommodation prior to the Academy(if their chapter is not arriving at least one day prior to the Academy). The chapter is responsible for all other Annual Convention expenses (for both the 2012 and 2013 Annual Conventions).
 - Advisors are responsible for registering their students for Honors in Action Academy, making travel arrangements, and submitting a reimbursement request for the Academy registration fee to the Regional Coordinator. The Coordinator will reserve a hotel room for the regional officers for only one night (the night before the Honors in Action Academy). If the regional officer will not need the room, it is the responsibility of the regional officer's Advisor to notify the Coordinator at least two weeks before Annual Convention so the room may be cancelled.
 - Expenses for registration fees, travel, and hotel accommodations for Annual Conventions will not be paid for by the Alabama Region Regional Officers attending Annual Convention are required to attend the Regional Officer Meeting, the Alabama Regional Meeting, Educational Forums, and all General Sessions during International Convention.

All Regional Officers are expected to receive financial support from their college to cover travel expenses to the 2012 Honors Institute, and registration fees, travel, and hotel expenses for the 2012 and 2013 Annual (International) Conventions.

COLLEGE PRESIDENT SIGNATURE

College President's name- *please type or print*)

_____ ,

“I have read and understand the duties and commitments required of a Phi Theta Kappa Regional Officer, and agree to support the Candidate and the Chapter with the College’s financial and other resources necessary for seeking and holding an office in the Alabama Region of Phi Theta Kappa.”

College President’s signature:

Date _____

All completed forms must be mailed by the Chapter Advisor to:

Dr. Humphrey Lee, Regional Coordinator Phi Theta Kappa, Alabama Region, P.O. Box 2545, Muscle Shoals, AL 35662.

Application packets must be received (not postmarked) by March 2, 2012



PHI THETA KAPPA

DISTRICTS OF THE ALABAMA REGION

DISTRICT 1

<u>Chapter Name</u>	<u>Location</u>
<i>Alpha Sigma Beta</i>	Muscle Shoals
<i>Alpha Zeta Iota</i>	Phil Campbell
<i>Sigma Lambda</i>	Decatur
<i>Psi Epsilon</i>	Rainsville
<i>Theta Iota</i>	Boaz
<i>Alpha Psi Xi</i>	Hamilton
<i>Alpha Omega Upsilon</i>	Sumiton
<i>Lambda Epsilon</i>	Jasper
<i>Omega Mu</i>	Fayette

DISTRICT 2

Wallace (Hanceville)	<i>Alpha Chi Tau</i>	Hanceville
Jefferson State	<i>Beta Lambda Delta</i>	Birmingham, Shelby Campus
	<i>Pi Pi</i>	Birmingham, North Campus
Lawson State	<i>Alpha Epsilon Gamma</i>	Birmingham
Gadsden State	<i>Rho Rho</i>	Gadsden
	<i>Beta Beta Eta</i>	Anniston
	<i>Beta Delta Rho</i>	Anniston (Ayers Campus)
Shelton State	<i>Alpha Epsilon Iota</i>	Tuscaloosa
Central Alabama	<i>Omicron Upsilon</i>	Alexander City
Central Alabama	<i>Beta Gamma Beta</i>	Childersburg
Southern Union	<i>Iota Iota</i>	Wadley
Chattahoochee Valley	<i>Alpha Theta Rho</i>	Phenix City

DISTRICT 3

Wallace Dothan	<i>Omega Beta</i>	Dothan
Enterprise-Ozark	<i>Tau Mu</i>	Enterprise
L.B. Wallace	<i>Alpha Beta Eta</i>	Andalusia
Jefferson Davis	<i>Alpha Eta Lambda</i>	Brewton
Alabama Southern	<i>Phi Upsilon</i>	Monroeville
Faulkner	<i>Pi Psi</i>	Bay Minnette
Bishop	<i>Alpha Epsilon Nu</i>	Mobile
Marion Institute	<i>Omicron Kappa</i>	Marion
Wallace Selma	<i>Alpha Eta Tau</i>	Selma
L.B. Wallace (Greenville)	<i>Beta Pi Nu</i>	Greenville