

**New England Region  
Alumni Association  
of  
Phi Theta Kappa**



**2018-2019  
Officer Election Packet  
Information and Application**

## **ELECTION OF OFFICERS FOR 2017-2018**

### **Open Officer Positions and Descriptions:**

#### **President**

The duties of the President shall be to preside over all alumni association meetings, to serve as chairman of the Executive Board, to serve as one of the alumni representatives on the Regional Advisory Board, to appoint all committees, to enforce the By-Laws, to call special meetings, to act as spokesperson for the alumni association, to ensure that proper procedures are followed with regard to Phi Theta Kappa policy and to coordinate the planning of the annual meeting. The term of office for the President shall be for two years, elected in even years.

#### **Executive Vice-President**

The duties of the Executive Vice President shall be to serve as Acting President in the absence of the President, to serve on the Executive Board, to serve as an ex-officio member of all committees, to serve as program chairperson and assist in the planning of the bi-annual membership meeting.

#### **Northern Vice President (Vermont, New Hampshire, and Maine)**

#### **Central Vice President (Massachusetts)**

#### **Southern Vice President (Rhode Island and Connecticut)**

The duties of the jurisdictional vice presidents shall be to serve on the Executive Board, serve as liaisons between the regional officer of his/her jurisdiction and the alumni association, keep consistent communication with chapters and regional officers and assist in the planning of the annual meeting. The term of office for Jurisdictional Vice Presidents shall be for one year.

#### **Treasurer**

The duties of the Treasurer shall be to serve on the Executive Board, to collect fees, to maintain accurate accounting records, to deposit promptly into the Phi Theta Kappa account all money received, to process applicable payments, to render financial reports upon request and assist in the planning of the annual meeting. The term of office for the Treasurer shall be for two years, elected in even years.

#### **Secretary**

The duties of the Secretary shall be to serve on the Executive Board, to keep the minutes of the Executive Board and General Assembly meetings, distribute minutes in a timely manner to Executive Committee for approval, to maintain a

membership roster, to provide members notification of all meetings, to take roll call, to act as corresponding agent at all levels, to report alumni association activities to Phi Theta Kappa Headquarters and assist in the planning of the annual meeting. The term of office for the Secretary shall be for one year.

## Candidate Eligibility

### *Qualifications for Officers*

- φ All active members are eligible to become officers.
- φ Officers must be members in good standing and meet all qualifications for active membership.
  - ⊖ Active Membership
    - κ An active member of the New England Region Alumni Association shall be any alumnus who has been an active member in good standing of Phi Theta Kappa at a two-year college; and, maintains a current fees status to the alumni association.
    - κ Membership is open to all qualified persons without regard to race, creed, religion, sexual orientation or national origin.
    - κ Membership in the New England Region Alumni Association is not exclusive. A member may also be a member of any other alumni association.

### General Guidelines for Election of New England Region Alumni Officers

- Election of alumni officers will be held at the 2018 New England Region Annual Convention to coincide with the election of New England Regional officers. Candidates must fill out an application and submit a one page biography on the form provided. (**After reviewing this election packet, candidates may also request a link to fill out the application and biography online by emailing [ptknera@gmail.com](mailto:ptknera@gmail.com).**) Candidates must declare the office they seek on the application form and submit a brief summary on what they plan to contribute as an alumni officer.
- Candidates may distribute campaign materials throughout the Regional Convention.
- An advisor or designee will present a slate of officers for consideration during the Annual Meeting. Nominations should be in 30 days prior to the election.
- Each candidate will have the opportunity to address the voting body by giving a 3-minute speech during the Bi-Annual Business Meeting.
- Nominees **must** be present at the spring Convention at which elections are held to be elected.
- Elections will occur during the business meeting at the Regional Convention.

- If no candidate has been nominated for an office prior to the election meeting, nominations may be made from the floor at the election.
- Any active member in good standing may vote and be a nominee for office.
- Voting shall be by secret ballot during the event. Each active alumni member in attendance will have one vote for each open office. All active association members shall be notified of the candidates for office 15 days prior to the election to allow members who are unable to attend the opportunity to submit an electronic vote.
- A simple majority of all members voting shall constitute a choice.
- 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.
- Votes shall be counted by the association advisor(s) or someone designated by the Executive Board.
- The announcement and installation of new Alumni Officers will take place immediately following the annual meeting. All officers will assume their duties upon completion of their installation.
- In the event a vacancy occurs in an elective office, the Executive Committee President may appoint an officer or hold special election to fill the vacancy. In the event that an officer position remains vacant, the remaining officers and advisor(s) may maintain the responsibilities of that position until it is filled. Additionally, the Executive Board President's appointment to the position is temporary. A vote for the individual appointed MUST immediately go out to all active alumni with a deadline of no less than two weeks from date of email being sent.

# Candidate Application

All forms must be completed and received no later than March 1, 2018 in order to qualify for candidacy.

*Late or incomplete applications will not be accepted.*

**Biography (page 6) and application (page 7) must be emailed to:  
ptknera@gmail.com**

**Questions concerning applications should be directed to:**

**Jodi LeBel-Christian, NERA  
Executive Vice President,  
Phone: (774) 200-9464  
Email: ptknera@gmail.com**

# BIOGRAPHY

Candidate Name: \_\_\_\_\_

Campus Name: \_\_\_\_\_

Address of College: \_\_\_\_\_

Date of your Graduation: \_\_\_\_\_

Major: \_\_\_\_\_

Name of Senior Institution you attend or plan to attend (Leave blank if not transferring):

\_\_\_\_\_

Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**CANDIDATE SIGNATURE** \_\_\_\_\_

# APPLICATION

**Candidate Name:** \_\_\_\_\_

**Date Graduated:** \_\_\_\_\_

**Candidate for the office of:** \_\_\_\_\_

**Contributions and Leadership Roles with Your Chapter Or Region:**

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

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**This form must be completed and submitted with your biography to:  
Julie Larkin, NERA Advisor at [ptknera@gmail.com](mailto:ptknera@gmail.com). Subject Line 'Election-2018-19'**



## **Mission Statement**

The mission of (NERA) the New England Region Alumni Association is to support the people, the programs and the priorities of the New England Region Phi Theta Kappa Honor Society. Alumni have valuable contributions to make to Phi Theta Kappa. Through Alumni support, the integrity and value of the Region and Society's programs and services will be protected and enhanced, while new programs and services can be developed and offered in the future.

## **Objectives**

### **Scholarship**

Support chapter leadership and membership by providing mentorship, guidance and education. Develop a regional scholarship to assist regional members participation in events and or membership fees to join the Society.

### **Leadership**

Support increasing chapter and member involvement in Honors in Action programming by promoting and encouraging student leadership and development opportunities offered by Phi Theta Kappa Headquarters.

### **Service**

Increase financial support of local and Society-wide scholarships for members to continue their education at community and senior colleges.

### **Fellowship**

Attending International Conventions and Honors Institutes allows even greater opportunities to get involved within the NERA. NERA provides support for Phi Theta Kappa members to become acquainted with their next step in their journey after graduating. Fellowship gives them the opportunity to connect or even reconnect with alumni from the New England Region.