

BY-LAWS
OKLAHOMA/ARKANSAS REGION
PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

Following are by-laws to the Phi Theta Kappa International Honor Society Constitution specific to the Oklahoma/Arkansas Region.

PREAMBLE

The purpose of the Oklahoma/Arkansas Region of Phi Theta Kappa shall be to forward the high aims and goals of Phi Theta Kappa International Honor Society in the states of Oklahoma and Arkansas. Furthermore, the organization shall foster scholarship, leadership, service and fellowship and understanding among college students.

Chapter I. Regional Meetings

Section 1. Official Meetings. Official meetings of the Oklahoma/Arkansas chapters shall be the Regional Honors Institute, Regional Convention, and International Annual Convention. Other meetings may be a Regional Advisor Training, Summer Planning Workshop, and a Regional Fellowship Activity. The Regional Coordinator, with approval of two-thirds of the Regional Executive Committee, may designate other meetings as official meetings. The region should be notified of other official meetings at least thirty days before the meeting,

Section 2. Location of Meetings. The locations for the Summer Planning Workshop, Regional Leadership Conference, Regional Honors Conference and the Regional Convention for any one year will be announced at the preceding conference/convention.

Section 3. Finance of Meetings. The Regional Coordinator, Associate Regional Coordinator(s) (if applicable), and the OARACA board shall approve the budget of each meeting. Profits and losses incurred after collection of all registration fees will revert to the region.

Section 4. Voting Delegates. Procedures for the chapters attending official regional meetings are:

- A. Chapter must be in good standing with the Oklahoma/Arkansas Region before voting on regional business. Good standing means the chapter has current by-laws on file with the Regional Coordinator and International Headquarters and is current with International and Regional membership fees and other debts owed to the region by the chapter.
- B. Select an official voting delegate from its membership to vote as instructed by the chapter membership.

Section 5. Voting Procedures. Voting procedures are:

- A. Only official voting delegates may make amendments to motions, call to vote, and request to caucus, but discussion shall be open to the floor.
- B. A show of delegate's hands for motions and amendments to motions.
- C. A secret ballot for election of officers.

Section 6. Regional Website. To better serve and inform the membership, a regional website will be maintained and updated on a regular basis by the Regional Executive Committee.

Chapter II. Regional Business

Section 1. Business. The business of the region shall follow the most recent edition of Robert's Rules of Order.

Section 2. Proposals. Any member of the region may bring business before the region.

Section 3. Due Process

- A. All complaints or grievances shall be submitted to the Regional Coordinator in writing. If the complainant(s) believes the Coordinator's response to their complaint is unsatisfactory or their concerns are not rectified after two weeks of the informal written complaint, they may appeal to a member of the Executive Committee in writing. The Executive Committee member shall within two weeks consult with the Regional Coordinator and the other Executive Committee members. The Executive Committee shall determine the merit of the complaint and the Regional President shall inform the complainant(s).
- B. If the complainant(s) believe the Executive Committee's response to their complaint is unsatisfactory or their concerns are not rectified within two weeks of the Executive Committee's determination, the complainant(s) may appeal to the President of OARACA in writing. The President of OARACA shall inform the complainant(s) of the board's decision.
- C. If the complainant(s) believe the Regional Board's response to their complaint is unsatisfactory or their concerns are not rectified within two weeks of the Regional Board's determination, the complainant(s) may appeal in writing to the Regional President to convene a special meeting within five weeks of the Regional Board and Chapter Presidents. The complaints will be formally submitted to the special meeting and the Regional Board and Chapter Presidents may respond. If a simple majority of the attending chapters sustain the complaints, the Regional President shall inform the complainant(s) that the complaint shall be resolved favorably for the complainant.
- D. If the concerns are not rectified within two weeks of the Special Meeting, the complainant(s) may appeal to the Executive Director of Phi Theta Kappa who will make a final determination.

Chapter III. Regional Officers

Section 1. Regional Officers. At the Regional Convention, two State Presidents, one for each state, will be elected annually. A simple majority vote of the chapters' voting delegates shall be necessary to elect each regional officer. Officers' duties will be specifically outlined in the by-laws.

Section 2. Candidacy Prerequisites. Candidacy prerequisites are:

- A. To hold active membership from an active chapter in good standing within the state for that particular position. An active member shall be defined as a student who is enrolled in at least six semester hours at the college that hosts the chapter to which the officer belongs. To be nominated by their chapters, have submitted a completed candidate's application and signed Regional Officer Honor Code to the Regional Coordinator by the specified date.
- B. If necessary to prevent an incomplete ballot, the Executive Committee and the Regional Coordinator shall seek additional candidates or give candidates the opportunity to shift from their state to fill a vacant ballot slot in another state at any time prior to the end of the Candidates Meeting. However, no two candidates may be from the same chapter.
- C. Officers are elected by a simple majority. The Regional Coordinator with the approval of the Executive Committee will appoint unfilled or vacant offices.

Section 3. Terms of Office. A Phi Theta Kappa member may serve as a regional officer only one time.

Section 4. Removal from Office. Officers failing to execute and fulfill the duties of the office shall be removed at the discretion of the Regional Coordinator. A regional officer may also be removed from office if he or she is no longer an active member of a chapter in good standing of Phi Theta Kappa, does not meet the terms and conditions of the Honor Code for Regional Officers, or if three-fourths of the active chapters recommend by petition to the Executive Committee that any such officer be removed.

Section 5. Appellate Procedure for Regional Officer Removal or Suspension. The Regional Officer removed or suspended from office by the Regional Coordinator may appeal the decision for removal or suspension. The Regional Officer desiring to appeal the decision must file written notice with the Election Coordinator no later than thirty days following removal or suspension from office. Within thirty days of receiving such written notice from the Regional Officer requesting appeal, the Election Coordinator will appoint a three-member tribunal, involving at least one active member, to hear the appeal and render a final decision.

Section 6. Filling Vacant Offices. The Regional Coordinator with the approval of the Executive Committee will appoint officer positions vacant after elections, resignations, or removal from office. State President positions shall be filled with member(s) from the state in which the vacancy occurs as long as a suitable candidate is available and has been nominated by the advisors of the state. Vacancies may not be filled after the sixth month of the term of office.

Section 7. Elections. The election committee will consist of the Regional Coordinator(s) and Chair of Elections.

Chapter IV. Regional Organization

Section 1. States. The Region shall consist of the states of Oklahoma and Arkansas, each state represented by an elected State President.

Section 2. Regional Board. The Regional Board shall be composed of the Executive Committee and the OARACA Board. The function of the Regional Board is to conduct the business of the region.

Section 3. Executive Committee. The Executive Committee shall be composed of the Regional Officers and the Regional Coordinator and Associate Regional Coordinator(s) (if one has been appointed).

Section 4. Coordinators' Advisory Committee. The Coordinator's Advisory Committee shall be composed of the Oklahoma/Arkansas Region Association of Chapter Advisors (OARACA) Board and the alumni advisor.

- A. **OARACA Board.** The OARACA Board shall be elected by the Oklahoma/Arkansas Region Association of Chapter Advisors and serves on the Coordinators' Advisory Committee.
- B. **Alumni Advisor.** The alumni advisor is appointed annually by the Regional Coordinator, in consultation with the OARACA Board, to run the Alumni Association and serve on the Coordinators' Advisory Committee.

Chapter V. Amendment Procedure

Section 1. Amendments to the by-laws. These by-laws may be amended by two-thirds vote of the official voting delegates present at any official meeting of the region. Proposed amendments must be sent to each chapter at least four days prior to the meeting in which the amendment is to be called for vote.

Section 2. Other Regional Business. Regional business other than amendments of the by-laws may be transacted in the following manner:

- A. A vote by the Executive Committee and OARACA Board at meetings called by the Regional Coordinator.
- B. A vote by the voting delegates at any official regional meeting.

Chapter VI. Regional Membership Fees

Section 1. Fees:

- A. Oklahoma/Arkansas Regional membership fees will be set yearly by the Regional Coordinator, in consultation with the OARACA Board, and approved by Phi Theta Kappa Headquarters. Dues are accessed only once for each newly inducted member of a chapter. The regional year is from Regional Convention to Regional Convention.
- B. All chapters must pay fees for each inducted member to remain in good standing.

Chapter VII. Regional Officers' Duties

Section 1. Regional Officers' duties shall be as follows:

1. To preside over all regional meetings.
2. To direct the region-wide and district activities.
3. To appoint committees that are deemed necessary and proper.
4. To forward the aims and goals of Phi Theta Kappa.
5. To aid and assist the Regional Coordinator(s) to plan the regional meetings.
6. To speak before chapter inductions, civic organizations, and educational groups.
7. To communicate with the chapters within their district.
8. To review the Regional By-laws annually.
9. To record yearly historical record of the Oklahoma/Arkansas Region.
10. To perform all general duties incident to the office.