

**THE BY-LAWS OF THE NEVADA/CALIFORNIA REGIONAL ALUMNI ASSOCIATION  
OF PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE**

**ARTICLE I – Association**

- (01.01) The name of the Association shall be: The Nevada/California Regional Alumni Association of the Phi Theta Kappa International Honor Society of the Two-Year College (NCRAA).
- (01.02) The mission of the NCRAA is to promote and guide the continual success and ongoing excellence of Phi Theta Kappa members beyond their two-year college experience. The NCRAA shall accomplish this by increasing funding for all members at institutions of higher learning, fostering career and academic mentoring, and encouraging networking in harmony with the Hallmarks of Phi Theta Kappa.

**ARTICLE II – Active and Honorary Membership**

- (02.01) Those members of Phi Theta Kappa who meet alumni status and are eligible to participate in the NCRAA are those who:  
a) are in good standing; b) have left or submitted an application or petition for graduation or transfer; and c) have paid appropriate dues.
- (02.01.01) Membership is open to all qualified persons without regard to race, creed, religion, sex, sexual orientation, national origin, or disability.
- (02.02) Honorary Alumni Members
- (02.02.01) An honorary member shall be a person who has rendered distinguished service to the NCRAA.
- (02.02.02) Honorary members shall not have the right to vote, hold office or officially represent the Society, nor shall honorary members be asked to pay membership dues to the NCRAA.
- (02.02.03) Any member of the NCRAA may submit a nomination for honorary membership. Nominations shall be brought to the board for consideration. A two-thirds (2/3) majority of board members present at any meeting called in accordance with Article VIII may elect an honorary member.

**ARTICLE III – Governance**

- (03.01) The governance of the NCRAA shall be by the membership-elected Board of Directors. The Board of Directors shall consist of the President, the Vice President, the Secretary, the Treasurer, the Communications Director, and four Directors-at-Large. The Nevada/California Alumni Association Advisor(s) and the Nevada/California Regional Coordinator shall be non-voting ex-officio members of the NCRAA.
- (03.02) President  
The President shall preside over all meetings; enforce the by-laws; appoint all necessary committees; set meeting agendas; organize and direct the planning of the annual meeting; call special meetings; and be an ex-officio member of all committees. The President shall vote only in the event of a tie.
- (03.03) Vice President  
The Vice President shall serve as the liaison between the Nevada/California Regional Board, Phi Theta Kappa Headquarters, other Phi Theta Kappa Alumni Associations, and the NCRAA; and shall assist in the planning of the annual meeting. The Vice President shall serve as acting President in the absence of the President and shall assume the office of President in the event that the President relinquishes said office at any time during the term.
- (03.04) Secretary  
The Secretary shall keep the records of all meetings; maintain the membership roster; provide members notification of all meetings; take roll call; act as corresponding agent at all levels; and report NCRAA activities to Phi Theta Kappa Headquarters. The Secretary shall coordinate with the NCRAA Advisor(s) and the President to file the Alumni Annual Report to Phi Theta Kappa Headquarters by the stated deadline.

(03.05) Treasurer

The Treasurer shall collect all appropriate dues; keep necessary financial records; monitor the budget and expenditures; make expenditures; to deposit promptly into the NCRAA account all money received; to process applicable payments; render regular reports to the membership as requested in accordance with the by-laws; and ensure financial policies and procedures are followed.

(03.06) Communications Director

The Communications Director shall maintain the NCRAA website and a listserv for communication with members; advertise Alumni events on the website and listserv; and generally facilitate all communication for the Association.

(03.07) The President, the Vice President, the Secretary, the Treasurer, and the Communications Director will constitute the Executive Officers.

(03.08) Directors-at-large

The four Directors-at-large shall serve to improve the NCRAA by attending Board meetings; assisting other Board members as needed; and to encourage and assist chapter members of Phi Theta Kappa.

(03.09) The duties of the Board of Directors shall be to handle all questions not specifically dealt with in this document and to make recommendations to the membership.

**ARTICLE IV –Term, Election and Installation of Officers**

(04.01) The election process of the NCRAA shall be held at the annual convention.

(04.02) Nominations

(04.02.01) The nominations for Executive Office shall be tendered, prior to the annual meeting, to the President or the Vice President in writing.

(04.02.02) The nominations for Director-at-Large positions shall be tendered no later than 10 minutes after the formal Annual Meeting is called to order.

(04.03) Voting

(04.03.01) NCRAA members who may vote are those who are in good standing and meet all qualifications for active membership as noted in Section 02.01.

(04.03.02) Votes shall be counted by at least one NCRAA Advisor(s) and a non-NCRAA member chosen by the Advisor(s).

(04.03.03) In the event of a tie, the President shall cast the deciding vote; in the event of a tie for the office of President, the Vice President shall break the tie.

(04.03.04) Installation of regularly elected officers shall take place at the Regional Convention. For appointed officers, installation will occur at the next general meeting.

(04.05) - Term of Office

(04.05.01) The terms of the Executive Officers – i.e. the President the Vice President, the Secretary, the Treasurer, and the Communications Director shall be for two years, from annual meeting to annual

meeting. The term for all Directors-at-Large shall be for one year. The President and the Secretary shall expire on odd years. The Vice President, the Treasurer, and Communications Director shall expire on even years.

(04.05.02) An Executive Officer can serve no more than two consecutive terms in the same office. Once an Executive Officer's term ends and/or after serving two consecutive terms, they may hold the office of Director-at Large without term limits.

(04.05.03) Any Executive Officer elected to an office may not run for another Executive Office until the tenure of their elected office has been completed. In the case of an Executive Officer who resigns prior to the end of their term, said officer may not be eligible for any other Executive Office term until one year after the end of the resigned term.

(04.05.04) A Director-at Large can serve multiple terms without term limits.

#### **ARTICLE V** - Qualifications for Board of Directors

(05.01) All current NCRAA members who are in good standing and meet all qualifications for active membership, are eligible for election to the NCRAA Board of Directors.

(05.02) Service as an Executive Officer requires a one-year minimum participation on the Board prior to election, unless no such qualified candidates are available. Serving as a Director-at-Large for one year fulfills this requirement.

#### **ARTICLE VI** - Removal from Office

(06.01) A two-thirds vote of the NCRAA members via electronic vote and/or present at a special or regular meeting shall be necessary to remove an officer.

(06.02) The procedure for submitting charges against an officer shall be as follows:

- A. Each party presenting charges shall prepare a written statement to be presented to the Board of Directors. This statement shall include whatever information deemed pertinent to the conflict.
- B. The Board of Directors and Advisor(s) shall review these statements and provide the opportunity for each party to discuss the conflict with them.
- C. The Board of Directors and Advisor(s) shall present a recommendation to parties presenting charges and to the officer in question.

(06.03) In the event a vacancy occurs in an elective office, the Executive Officers may appoint an eligible NCRAA member by simple majority.

#### **ARTICLE VII**- Association Advisor(s)

(07.01) The Board of Directors shall select an advisor (or advisors)

(07.02) The advisor shall be a member of the faculty or staff of a two-year college with an active Phi International Headquarters.

(07.03) The advisor shall perform all duties and responsibilities as defined by Phi Theta Kappa Headquarters.

## **ARTICLE VIII - Meetings – Committees – Quorum**

- (08.01) The Board of Directors shall meet at the call of the President or as agreed upon by the Board of Directors. Whenever possible, business meetings shall coincide with the Phi Theta Kappa NV/CA Regional meetings, and a formal Annual Meeting shall occur at the NV/CA Regional Convention. All meetings shall be open to any member who wishes to attend. Electronic meetings including but not limited to teleconferences are acceptable for conducting NCRAA business.
- (08.02) The annual mandatory meeting is held for the purpose of electing officers and the conducting of NCRAA business. As noted in 10.01, above, this annual meeting shall be held during the Regional Convention.
- (08.03) Meetings shall be held not less than once quarterly, or every three months, following the NV/CA Regional Convention. Teleconferences must be announced not less than seven (7) days in advance; in-person meetings must be announced not less than thirty (30) days in advance.
- (08.04) The Board of Directors shall hold sole discretion to convene committees; all sub-committees shall be convened on an ad-hoc basis. Committee members are to address issues and projects of the NCRAA. All committees of the Board shall select their own chairs by consensus. Committee meetings shall be called by the duly-selected chair of the committee. Committees shall follow procedures appropriate to their respective tasks, but which do not contravene any aspect of these Bylaws; additionally, the use of Robert's Rules of Order is prescribed as standard practice and procedure for all committees and subcommittees of the Board. Reports of each committee meeting shall be provided at all scheduled meetings and shall be made available to all members upon request.
- (08.05) A quorum for conducting business by the Board of Directors shall be considered at minimum the following individuals: The President or the Vice-President; two of the following three Executive officers: the Secretary, the Communications Director, and/or the Treasurer; and one (1) Director-at-Large.
- (08.05.01) a) Should a formal vacancy occur in one of the named positions which would otherwise hinder the conduct of business (especially if such business includes the appointment of an interim officer to said position), the substitution of a Director-at-Large to complete the requirements of quorum is allowable.
- (08.05.02) b) In the event the Secretary is unavailable for a given meeting, and Communications Director is present (as provided in 10.05, above), the Communications Director shall function as the Recording Secretary for that meeting only, unless otherwise provided for by the Chair.
- (08.06) For the purposes of quorum, the presence of an Advisor is not required; it is highly recommended that at least one (1) Advisor be present at all official meetings of the Board.

## **ARTICLE IX - Finances**

- (09.01) The NCRAA fiscal year shall be the calendar year. The Board of Directors shall approve an annual budget for the next calendar year no later than December 31<sup>st</sup>. Budgeted financial items do not need line-item approval.
- (09.02) Requests for money to be paid from association funds for non-budgeted items require approval by a majority of those present at a regular meeting. The President and Advisor may approve funds only in the event an emergency.
- (09.03) All pre-approved financial reimbursement requests must be submitted on the reimbursement form and accompanied with all original receipts to the Treasurer, postmarked within 30 days of expenditure.

- (09.04) The Board of Directors shall approve adjustment of the membership dues. This adjustment shall only take effect on the first day of the following fiscal year. Dues received by the Treasurer after the effective date of the adjustment must be assessed at the new rate.
- (09.05) The Treasurer shall collect all dues and deposit them, not more than fifteen (15) business days following receipt, in the designated bank account(s), or forward all monies to the Alumni Advisor for deposit.
- (09.06) The Treasurer shall report on all Association accounts at all association meetings.
- (09.07) The Treasurer shall publish written quarterly reports and make them available upon request to the membership. An advisor shall audit all quarterly reports and accounts.

#### ARTICLE X - Amendments

- (10.01) Amendments to these by-laws shall be in writing for consideration and voting.
- (10.02) Amendments shall be presented for a first reading in a meeting prior to ratification.
- (10.03) Voting shall be conducted at regular meetings. Voting may also be conducted by paper or electronic ballot.
- (10.04) Amendments shall become effective upon the ratification by a two-thirds (2/3) majority of the membership present and upon the approval of Phi Theta Kappa Headquarters.