

# **Phi Theta Kappa Carolinas Region**



PHI THETA KAPPA

**CAROLINAS  
REGION**

## **Chapter Advisor Reference Manual**

**2022**

# General Information

# Advisor Benefits

Many of the benefits of serving as a chapter advisor are intangible. They often include the joy and sense of accomplishment that in seeing students succeed and knowing that you played a part in that success.

Advising is not just about the warm fuzzies though. We have tangible benefits for you too. These benefits include recognition of your contributions, opportunities to take on leadership roles and professional development.

---

## Recognition

**Advisor Certificate and Pin:** All newly reported advisors receive an advisor certificate and advisor lapel pin as part of their welcome packet from Headquarters. An [advisor medallion](#) is also available for purchase from the Phi Theta Kappa Store.

**Advisor Anniversary Gifts:** Anniversaries are occasions for celebration! Special anniversary recognition for advisors begins at the five-year mark and continues in five-year increments throughout an advisor's length of service. Each month, we identify advisors who have reached milestones and send anniversary pins to their college presidents for presentation to advisors at colleges' award ceremonies.

**Hallmark Awards:** Advisors may be nominated for Paragon Awards for New Advisors, Distinguished Advisor Awards and the Continued Excellence Awards for Advisors as part of the [Hallmark Awards Program](#). Nominations from a student and a college administrator are required.

**Horizon Awards:** Regional Coordinators nominate advisors to be recognized at the region's awards ceremony for their contributions to regional and international programming.

---

## Leadership and Professional Advancement

**Association of Chapter Advisors:** As an advisor, you are automatically a member of the Association of Chapter Advisors (ACA). There is no charge for this membership. Advisors elect officers each year at the Annual Convention. ACA officers serve as liaisons between advisors and the Headquarters Staff. [Learn more.](#)

**Honors Program Council Representatives:** The Phi Theta Kappa Honors Program Council is responsible for making recommendations to headquarters staff about the biennial Honors Study Topic, for assisting with the compilation of the Honors Program Guide, and for serving as members of the Editorial Board for Civic Scholar: The Phi Theta Kappa Journal of Undergraduate Research. [Meet the Honors Program Council.](#)

**Leadership Instructor Certification:** Advisors interested in leadership development may become certified instructors of the Society's humanities-based, leadership development curriculum. In addition to use as a credit course, the curriculum is valuable for officer retreats, new student orientations, workshops and more. [Learn more.](#)

**Marshall Award:** This program provides a \$5,000 stipend for the completion of a project leading to personal leadership growth beyond the completion of professional degrees. Applications are generally due in February each year. [Learn more.](#)

**Mosal Award:** This program provides a \$5,000 stipend for the completion of a project leading to personal professional growth beyond the completion of professional degrees. Applications are generally due in February each year. [Learn more.](#)

**Annual Convention, Educational Forums:** Advisors may apply to present Educational Forums on topics ranging from Phi Theta Kappa programs, marketable skills, professional development and more. We issue a call for proposals each fall.

# Advisor Information

## Chapter Operations

The heart of Phi Theta Kappa is the local chapter. Since no two chapters are exactly alike, chapters must meet international minimum standards, but are given a great deal of freedom in conducting their everyday affairs according to campus guidelines.

## Chapter Advisors

At each campus where there is a chapter of Phi Theta Kappa, the college administration selects a faculty or staff member to serve as advisor of the local chapter. Chapters are encouraged to have co-advisors (if possible) to help share in the experiences of advising a chapter. The "contact" advisor is the advisor designated by the college to conduct the main correspondence with Headquarters (e.g., the Chapter Annual Report and reporting new inductees to Headquarters). Chapter advisors are considered the authority of the chapter from the perspective of the campus administration and Phi Theta Kappa Headquarters. While students provide leadership as chapter officers, advisors provide the continuity to our Society.

Advisors are responsible for reporting new inductees to Headquarters, filing the Chapter Annual Report, and ordering recognition items for the entire chapter (stoles, tassels, etc.) While students may help with these tasks if the advisor desires, these are advisor tasks which should not be tackled by students without the advisor's supervision. Learn more about [advisor duties](#).

## Advisor Veto Power

All local chapter bylaws must be in compliance with the [Phi Theta Kappa Constitution and Policies](#), and must be submitted to the Membership Services Department at Headquarters for approval. The chapter's bylaws must also be approved by the local college administration. Use the [sample chapter bylaws](#) to easily update or create your chapter bylaws.

The following policy statement is designed to address situations involving the question of who has the final authority in deciding issues that will affect the future of the chapter. This statement will give college administrators, chapter members and chapter advisors a better understanding of the proper channels to follow when a decision is not mutually agreed upon by the chapter advisor and voting members.

**Because the charter of a chapter is granted to an institution, that institution's top administrator - the college president or campus CEO - has the final authority on deciding an issue upon which the advisor and members cannot agree, as long as that decision is in compliance with the Phi Theta Kappa Constitution and Policies.**

Example: If a chapter votes in favor of an issue that the advisor feels is not in the best interest of the chapter, the advisor, as an agent of the college, may veto the vote. If the chapter's voting members want to challenge that veto, they may present the issue to the college administrator charged with overseeing the local Phi Theta Kappa chapter. This individual is usually the Dean of Students or Vice President of Academic Affairs. If this administrator rules in favor of the advisor, the members may appeal this decision to the college president or campus CEO.

Likewise, if the administrator rules in favor of the members, the advisor may appeal this decision to the college president or campus CEO.

## ***Minimum Advisor Duties***

### **Filing the Chapter Annual Report**

The Chapter Annual Report is available for completion online at **www.ptk.org** each March. The report mainly consists of yes or no blocks to be checked and should only take a few minutes to complete. The deadline for completing the Annual Report online is in May of each year. Statistics gathered from the Chapter Annual Report provide valuable information to Headquarters on how services to chapters and advisors may be improved.

All chapters are required to file a Chapter Annual Report, whether they have been active during the year or not. According to the Phi Theta Kappa Constitution, chapters not filing a report by the stated deadline are placed on probation until the report is received. If the chapter has not filed a Chapter Annual Report within one month of the deadline, the president of the college will be notified of the probationary status of the chapter. A chapter on probation is in jeopardy of having its charter revoked and cannot 1) enter awards competitions, 2) run candidates for office, nor 3) attend conventions.

### **Reporting New Members to Headquarters**

Chapters must report new members annually, at a minimum, to be considered active. However, most chapters induct new members two or more times per year.

### **College Duties**

Often, the chapter advisor may need to perform additional local duties specific to the college. Examples include filing organization report forms, official travel requests and chaperoning any trips taken by the group. Many colleges have additional rules regarding organizational finances. On some campuses, all expenditures must be approved by the advisor, and the advisor may take some role in maintaining reports of the chapter bank account, requisition of chapter funds from a student activities account, etc. Check with your supervising dean or college president to determine what additional requirements will be expected.

### **Build a Solid Team**

Once the student officer team is in place for your chapter, the organization should be set up in such a way that it will run itself, only requiring occasional approval of projects and input from the advisor in addition to the minimum duties listed above. At this point, the students should be doing the work. The advisor should guide the chapter president in setting up additional committees to assist the advisor with various tasks, such as reporting new members, induction ceremony preparations, etc. Advisors should not hesitate on delegating tasks to their officer teams, as students will learn valuable skills by completing tasks themselves.

### **When to Pick Up the Pieces**

Occasionally when large mistakes are about to be made, the advisor may need to step in and take a stronger hand in the chapter's operation. Some examples of these situations may include cases in which the students are advocating violation of Headquarters or college policies, where financial integrity of the chapter is at risk, or where internal conflict may be damaging the working order and reputation of the chapter. At these points, advisor intervention may become necessary to save the chapter from long-lasting damage. Exercising the

advisor veto power is one effective method of intervention, and rarely, requesting a chapter officer's resignation may be necessary.

As students are still learning leadership skills, often conflicts within the chapter may need the skills of the advisor as a more experienced mediator in order to resolve the problems at hand. For the most part, chapter officers should be allowed to perform their duties and make mistakes along the way, learning to resolve them on their own. Allow the chapter president to be the leader of the group, but not to put the entire group in jeopardy. Occasionally, a one-on-one conference with the chapter president may be helpful. Many advisors have found that checking up on the chapter's progress regularly and having timelines for major tasks will help the chapter avoid major emergencies.

## ***Avoid Advisor Burnout***

### **Don't Take It Personally**

Phi Theta Kappa hopes that each advisor's commitment with the Society will be a long and happy one as advisors are the one consistency within the chapter. Since the strength of your officer team will vary from year to year, remember that success as a chapter advisor is not always reflected in the performance of the chapter's officer team. Your feelings about your success should not be solely connected to their successes and failures. These cycles are all about learning leadership, and sometimes advisors need to think ahead to the future harvesting of seeds that may have been sown at the roots of your chapter guidance.

### **Start With Five Star**

Sometimes under the heavy weight of chapter and college expectations, information from Headquarters and past performances by the chapter, an advisor feels pressure to maintain certain levels of activity. If you are a new advisor, understand that your chapter will need to crawl before it walks, digesting and implementing information and programs a little at a time until more strength is developed. The Five Star Chapter Development Program is ideal for this steady progression. If you are an experienced advisor, understand that each year is a new start, with a new group of students. What you can accomplish as a chapter during that year will be based on goals set and achieved by the students according to how they see their own abilities.

In other words, just because your chapter was a Five Star Chapter last year doesn't mean it necessarily has to be a Five Star Chapter this year. Scale your development based on what is possible in a given year. There will be some years when you can give your all to Phi Theta Kappa, and others when you will need to concentrate on other priorities. Providing a consistent foundation for the students is the most important contribution you can make as an advisor.

### **Enhance Your Knowledge**

By taking advantage of the training opportunities available, you will find yourself better equipped and freshly inspired to advise your chapter. Read materials, and be sure to pass them on to chapter officers for action and/or further distribution.

If possible, attend your region's meetings and the Annual Convention. At these gatherings, you will have the opportunity to attend numerous educational sessions and network with fellow advisors. Each year at the Annual Convention, Phi Theta Kappa offers an Honors in Action Academy prior to the official start of the Convention.

This is an excellent way to receive specialized instruction, enhance your advisor skills and network with other advisors.

### **A Network of Support**

If you feel overwhelmed, it may be time to ask your college administration for a co-advisor or an additional co-advisor. If you've been taking the lead as chapter advisor, it may be time to step back and let another advisor help with some duties you've come to consider as your own. Don't hesitate to ask chapter officers to take on more responsibility with the chapter, or re-evaluate the chapter's project list. Call the **Phi Theta Kappa Advisor's Hotline** at **877.PTK.1918**, or post messages to the Advisor's Electronic Mailing List to get suggestions for problems your chapter might be encountering. Your Regional Coordinator and fellow advisors can also be great sources of support.

### **Unique Leadership Opportunities**

As the advisor, you are not expected to be, and should not be, the chapter workhorse. Oversee the work of the students, but allow them the opportunity to grow as leaders by doing the work themselves. Each chapter is different, and you and your chapter officers will find unique answers to your local challenges and creative ideas that work well especially for your chapter.

# Advisor Responsibilities

The amount and types of responsibilities required of chapter advisors can vary from chapter to chapter and even from year to year. The policies of your college, expectations of your administrators, leadership potential of your officer team, and size and engagement level of your general membership can affect your responsibilities as a chapter advisor.

---

## **Minimum Responsibilities**

- Oversee chapter operations on behalf of the college and Phi Theta Kappa Headquarters
  - Submit the [Chapter Annual Report](#) each year
  - Invite eligible students to become members at least once per year
  - Report new members to Headquarters at least once per year
- 

## **Additional Responsibilities**

Additional advisor responsibilities may include making official travel requests, chaperoning off-campus trips taken by the chapter, attending all chapter meetings or other college-specific responsibilities. Chapters may wish to outline advisor responsibilities in their chapter bylaws. Outlining these responsibilities will help with transitions if an advisor is added or resigns or the institution experiences changes in administration.

---

## **Chapter Finances**

Many institutions have additional procedures for how the finances of campus organizations must be handled. Some may require all expenditures to be approved by an advisor. The advisor may also be responsible for maintaining records of the chapter's bank account or requisitioning funds from the chapter's account within the college's financial system. Check with your supervising dean or college president to learn the specific rules regarding the finances of student organizations at your institution.

---

## **Working with Your Student Leaders**

### **Building a Solid Team**

Once the student officer team is in place for your chapter, students should be encouraged to take the lead in chapter operations. In addition to the minimum responsibilities outlined above, advisors should provide guidance to officers, approval of projects and input as needed. Whenever possible, advisors should delegate tasks to their officer teams, since students will learn valuable skills by completing tasks themselves.

### **When to Step In**

Occasionally, when large mistakes are about to be made, the advisor may need to step in and take a stronger hand in the chapter's operation. Some examples of these situations may include cases in which the students are advocating violation of Headquarters or college policies, where financial integrity of the chapter is at risk, or where internal conflict may be damaging the working order and reputation of the chapter.

At these points, advisor intervention may become necessary to save the chapter from long-lasting damage. Exercising the advisor veto power is one effective way to intervene, and, rarely, requesting a chapter officer's resignation may be necessary.

Since your officers are still learning leadership skills, conflicts may arise that require the skills of a chapter advisor as a more experienced mediator in order to resolve the problems at hand.

For the most part, chapter officers should be allowed to perform their responsibilities and make mistakes along the way, learning to resolve them on their own. Allow the chapter president to be the leader of the group, but not to put the entire group in jeopardy. Many advisors have found that scheduling regular check ins or meetings with the chapter president or officer team and using timelines for important projects and tasks will help the chapter avoid unexpected emergencies later in the year.

# Chapter Annual Report

## **What Is It?**

The Chapter Annual Report is a quick-answer, online survey that serves as an annual barometer for the Society. Information gathered from this report helps Phi Theta Kappa Headquarters ensure that it continues to meet the needs of members, advisors and their colleges.

## **How and When Is It Available?**

Each spring, Phi Theta Kappa sends an email to contact advisors (one per chapter) containing a link to the online survey and asks that they complete the survey regarding their chapter's operations.

Watch the *Golden Key News Briefs* and the Phi Theta Kappa calendar for announcements and reminders about filing your chapter's annual report. Contact advisors who did not receive the email should [submit a request](#) that the link be resent.

## **Consequences of Not Submitting**

The International Constitution and Bylaws requires that all chapters submit an annual report whether they have been active during the year or not. Chapters failing to submit this report are subject to probation.

If a chapter has not filed its Chapter Annual Report within one month following submission deadline, Phi Theta Kappa will notify the college's president of the chapter's probationary status as a result of the delinquency.

A chapter on probation risks having its charter revoked and cannot enter awards competitions, run candidates for office nor attend conventions.

## Chapter Officer Honor Code

Serving as a chapter officer is a privilege, not a right. And with this honor comes serious responsibility. To work together effectively, chapter officers must respect themselves and each other. To make sure everyone starts his/her term on a positive note, consider adopting a Chapter Officer Honor Code.

Phi Theta Kappa requires both international and regional officers to sign an Honor Code, which outlines a code of conduct expected of those who have sought and accepted these highly-visible officer positions. This Honor Code can easily be adapted for use with your chapter's officers.

Ideally, the Chapter Officer Honor Code should be available for review by all chapter members – especially chapter officer candidates before an election is held. Once elected, each chapter officer should sign a document that includes the Honor Code and a list of his/her officer responsibilities so that the advisor may keep a signed copy on file. By signing the Chapter Officer Honor Code, each person is making a commitment to put personal responsibility and integrity into action. Chapters should outline actions that will be taken if infractions occur in accordance with their chapter bylaws.

# CHAPTER OFFICER HONOR CODE

As a chapter officer,

- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, and the Society.
- I place as a priority continued academic excellence.
- I am committed to maintaining an environment, which recognizes the dignity of each individual member and encourages appreciation of diverse backgrounds, opinions, and goals in life.
- I am committed to honesty and integrity in personal, social, and academic endeavors.
- I recognize that a successful Chapter Executive Committee requires a team effort, and I pledge to work together to promote the Society's mission.
- I will work with the Society's leaders in the same spirit of cooperation I display in my dealings with others.
- I will respond promptly, courteously, and positively to the concerns and requests of the chapter advisor(s) and other Society constituents.
- I will fulfill my responsibilities in an effective, efficient, and timely manner.
- I will conduct myself in a manner, which is respectful of others and worthy of respect from others.
- I will dress appropriately for all occasions.
- I will not engage in any conduct, which may bring shame or disrepute to myself or diminish the reputation of my chapter or Phi Theta Kappa.
- I will not engage in any illegal activity or violate any stated policies of the chapter or the Society.
- I will not consume and will discourage the consumption of alcohol at Phi Theta Kappa functions.
- I will not use or possess nor tolerate the use or possession of controlled substances.

\_\_\_\_\_  
Office Title

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
College

\_\_\_\_\_  
Officer's Name (Printed)

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date



PHI THETA KAPPA  
HONOR SOCIETY

## Phi Theta Kappa Mission

*"The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."*

Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

## Phi Theta Kappa Fast Facts

### History

Phi Theta Kappa traces its beginnings to a Society that originated with six charter members under the name of Kappa Phi Omicron at Stephens College in Columbia, Missouri, in 1910. The Society continued to grow and in the spring of 1918 was one of many honorary groups in Missouri. At a meeting of the presidents of the Missouri junior colleges for women in 1918, it was decided to organize a new honorary society, chapters of which would have a common character, stand and similarity of organization. The name Phi Theta Kappa was chosen, and the Society was incorporated in Missouri as a national organization. Founders modeled many aspects of the new Society after the prestigious senior college honorary society, Phi Beta Kappa.

The eight charter colleges of Phi Theta Kappa were Hardin, Stephens, Christian, Lindenwood, Cottey, Howard Payne, William Woods and Central. The Alpha Chapter was established at Hardin College but was later moved to Stephens College when Hardin College became a baccalaureate granting institution. Today, Cottey College in Nevada, Missouri, is the only charter college with an active Phi Theta Kappa chapter.

For the first six years, Phi Theta Kappa confined its activity to women's junior colleges, but in 1924 through constitutional amendment, the field of activity was enlarged to cover all junior colleges. In 1926, Phi Theta Kappa expanded beyond the borders of Missouri and into coeducational institutions. The American Association of Junior Colleges (now known as the American Association of Community Colleges or AACC) recognized Phi Theta Kappa as the official honor society for two-year colleges in 1929.

In 1930, Margaret James (Mosal) became the first elected national president of Phi Theta Kappa while attending Whitworth College in Brookhaven, Mississippi. She became national secretary in 1935 and moved the records of the organization to her hometown of Canton. Mosal served as Phi Theta Kappa's chief executive for 50 years, retiring as Executive Director in 1985.

In the early years, Phi Theta Kappa membership was conferred to students at time of graduation and few programs and services were offered. The explosive growth of community colleges in the 1960s led Phi Theta Kappa to expand its mission to reflect the nurturing philosophy of the institutions it served. Students were inducted as freshmen and study programs were offered.

## **Founders Day: *Celebrating Phi Theta Kappa***

Phi Theta Kappa observes its birthday on Founders Day, November 19. Phi Theta Kappa was founded in 1918 by presidents of two-year colleges in Missouri. The founders were seeking to recognize scholastic achievement by their students, and to establish a common purpose and standard for honors organizations on their different campuses. The founders chose to model their new Society after the prestigious senior honor society, Phi Beta Kappa. The name Phi Theta Kappa was taken from the initial letters of the three Greek words meaning wisdom, aspiration and purity.

Eleven years later, Phi Theta Kappa was officially recognized by the **American Association of Junior Colleges** on November 19, the date now traditionally observed as the Society's Founders Day.

## **Phi Theta Kappa Today**

Phi Theta Kappa Honor Society, headquartered in Jackson, Mississippi, is the largest honor society in higher education with over 1,300 chapters on college campuses in all 50 of the United States, plus Canada, Germany, the Republic of Palau, Peru, the Republic of the Marshall Islands, the Federated States of Micronesia, the British Virgin Islands, the United Arab Emirates, Bermuda, and U.S. territorial possessions. More than 3 million students have been inducted since its founding in 1918, with approximately 134,000 students inducted annually.

## **Golden Key Membership Pin**

The Golden Key is Phi Theta Kappa's official emblem. The Key is a golden slab, keyed at the top and bottom. Across the center of the slab is a black enamel band upon which three Greek letters appear, which are the initials of three mystic Greek words meaning phronimon (Phi), thumos (Theta), katharotes (Kappa) and meaning wisdom, aspiration and purity. Behind the band is a wreath, on one side composed of oak leaves, and on the other, of laurel. The wreath of oak leaves denotes stability and strength of character, and the curling leaves of laurel signify achievement and success. Above the band is a representation of the head of Athena, Goddess of Learning; in the base appear the mystic Greek letters meaning light, the light of learning and knowledge.

## **Phi Theta Kappa Colors**

The colors of Phi Theta Kappa are blue, for scholarship, and gold, for purity.

## **Proper Use of Phi Theta Kappa Logos, Emblems, and Terminology**

All Phi Theta Kappa logos and emblems, including the key, crest, seal, the Greek letters comprising the Society name, and the name "Phi Theta Kappa," are registered with the U.S. Patent Office. Any unauthorized use is prohibited by law.

## **Proper Use of Symbols**

Proper use of our Society's symbols is essential for preserving Phi Theta Kappa's history and ensuring its future. In order to protect the integrity of Society emblems and safeguard the value of membership, Phi Theta Kappa's Golden Key, seal, and crest emblems cannot be used on saleable items, including sweatshirts, t-shirts and other merchandise sold or distributed by chapters or regions at International Conventions. The name Phi Theta Kappa or Greek letters representing Phi Theta Kappa or the chapter name can appear on these items. Chapters may use the Golden Key emblem on chapter stationery, flyers, business cards, etc., which are not offered for sale.

We suggest the following copyright statement to accompany the logos and emblems:

*"Copyright © [Current Year] by Phi Theta Kappa. All rights reserved. None of the official Phi Theta Kappa logos and emblems may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of Phi Theta Kappa. Phi Theta Kappa has registered the name, logo and various titles herein with the U.S. Patent Office."*

Items bearing the Golden Key emblem may be purchased from Headquarters' Recognition Services Department, where a sales representative checks to ensure the person ordering is a member before shipping any such items. This ensures the integrity of Phi Theta Kappa's Golden Key pin and other items carrying the emblem.

## **Phi Theta Kappa True Greek Letters**

ΦΘΚ

These Greek letters are an acceptable and encouraged abbreviation for Phi Theta Kappa.

## **Phi Theta Kappa Official Logo**



Phi Theta Kappa's official logo is available for chapter use for websites and in printed information. Phi Theta Kappa is properly referred to as Phi Theta Kappa Honor Society. References to "international" and "of the two-year college" are no longer used, as these attributes are indicated by the mission statement and by the Society's global presence. Members of the organization should be referred to as "Phi Theta Kappa members" or "Phi Theta Kappans." "Kappans," "Phi Thetas," or any other abbreviated version of the name are incorrect references.

The organization should not be referred to as PTK, as these are not the equivalent letters for the Greek words meaning wisdom, aspiration and purity. When abbreviating, the true Greek letters should be used. Otherwise, "Phi Theta Kappa" should be spelled out.

## Phi Theta Kappa Images & Emblems

### The Golden Key

The **Golden Key** of Phi Theta Kappa is the official emblem of the Society. It consists keyed at the top and bottom. The golden field represents the golden opportunities that hand for Society folk to evidence their culture and perform good works.



of a golden slab, abundant on every

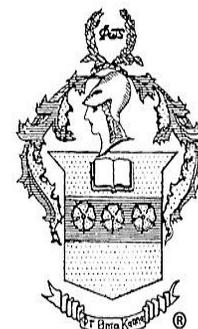
The black band represents the three ideals which band the organization together, and the cultural self control which is the necessary foundation for true wisdom, aspiration and purity. Shining through the black background are the three Greek letters, phronimon, thumos and katharotes; signifying wisdom, aspiration and purity respectively.

Behind the band is a wreath, composed of oak leaves on one side and laurel leaves on the other. The oak leaves stand for stability and strength of character, as symbolized by the sturdy oak. The graceful, curling leaves of the laurel signify achievement and success, all attributes for membership in our Society.

Above the band is the representation of the head of Athena, the symbol of Learning; in the base appear the mystic Greek letters meaning light of knowledge and learning, the common ideal for members of Phi Theta Kappa Honor Society.

### The Crest

The Society's crest also contains the representation of Athena's head, the oak and laurel leaves, the band containing the three Greek letters, and the Greek letters symbolizing light and learning below the band.



### The Seal

The Seal contains the representation of Athena and the date of the Society's founding, 1918. The Seal is embossed in the lower left-hand corner of all membership certificates. Advisors may order gold-embossed seals from the Recognition Services Department at Headquarters for the diplomas of graduating members.



## **The Basics**

- when writing Phi Theta Kappa in publications write it out.
- Logos such as the seal, emblem, and key can be used but cannot be sold.
- Our colors are blue and gold
- To write the Greek letters of Phi Theta Kappa in Microsoft Word, go to Insert, Symbols, and select Greek
- The Golden Key Pin: Always wear on the LEFT lapel
- Graduation related items: Subject to college policies

## **The Hallmarks**

- *Scholarship* is achieved through actual study and participation in scholarly events;
- *Leadership* is demonstrated through the initiation, coordination, and execution of projects such as youth mentoring;
- *Service* is the assimilation of lessons learned on campus, in the community, regionally, and internationally;
- *Fellowship* is the glue that binds the members to each other and with those whom they serve.

## **Guidelines, Expectations, and General Duties for All Regional Officers**

- A. Serve on the Executive Board.
- B. Attend an orientation meeting for Regional Officers and all Executive Board meetings unless excused by the Regional Coordinator.
- C. Plan, prepare, and lead all regional meetings (Honors Institute, Leadership Conference, and Regional Convention).
- D. Uphold the standards of Phi Theta Kappa membership and support the principles, ideals, and programs of the society.
- E. Develop and promote goals for the Region.
- F. Represent the Carolinas Region at appropriate occasions under the direction of the Regional Coordinator.
- G. Encourage all chapters to be actively involved in the Carolinas Region and Phi Theta Kappa programs and initiatives.
- H. Attend training sessions and planning meetings as determined by regional coordinator. Expenses will be paid for these meetings, including mileage (must be submitted to regional coordinator within 30 days of event), lodging, meals, and airfare, if applicable.
- I. Prepare to serve in the following roles at regional meetings: workshop panelist, awards judge, keynote speaker, group leader, master of ceremonies, society ambassador, and as a representative of Phi Theta Kappa at meetings of other organizations.
- J. Prepare and present workshops for regional meetings as directed by the Regional Coordinator.
- K. Perform additional duties as delegated by the Regional Coordinator.
- L. Regional Officers must be active participants in their local chapter activities.
- M. Regional Officers must not send mass mailings via e-mail or postal mail without approval from the Regional Coordinator.
- N. Regional Officers must not accept invitations to attend Phi Theta Kappa events without prior consultation and approval from the Regional Coordinator.
- O. Registration fees and lodging for regional events (Leadership Conference, Honors Institute, and Regional Convention) are waived for Regional Officers.
- P. Any additional funding for Executive Board members travel, supplies or expenses will be at the discretion of the Regional Coordinator.
- Q. Regional Officers must understand that policies and procedures regarding officers vary from year to year depending on the Carolinas Region budget, resources and priorities. Privileges of previous officers may not necessarily be applicable to the current officers.
- R. Always maintain appropriate dress and professional conduct while representing the region. Officers will receive three (3) polo shirts, one (1) jacket, 100 business cards, and a \$100 clothing allowance.
- S. Wear regional officer medallion at every event and arrive at time designated by regional coordinator for all conferences and meetings.
- T. Prepare motivational and servant-leader speeches for use at inductions. Speeches must be reviewed and approved by regional coordinator at least two weeks prior to event.
- U. Keep in touch with regional coordinator through email, phone calls, and videoconferences.
- V. Upon successful completion of their year in office, regional officers will receive a registration fee to the following Catalyst (April, 2023 in Columbus, OH). Regional Coordinator will contact officers to determine if they're attending and if so, will register them. Their chapter is responsible for their travel, lodging, and other costs. Two of the outgoing officers will be asked to be flag bearers in the opening general session.
- W. Upon successful completion of their year in office, regional officers will receive a \$250 scholarship, payable after the regional convention in 2023.
- X. All officers are strongly encouraged to complete all Edge (Competitive, Employment, Transfer, Healthcare, and Research) programs.