



**Carolinas Regional
Officer Candidate
Information
Package
2019**

Regional Officer Qualifications

Candidates for Regional Office must meet the following guidelines:

- A. Candidates must be members of a chapter in good standing and meet all the requirements of membership for that chapter.
- B. Candidates must be nominated by their chapters. Candidates must submit a completed officer candidate application signed by their chapter advisor to the Regional Coordinator by an announced date prior to the Regional Convention. A Regional Officer may not hold office more than two years, and current Regional Officers may not hold the same office two years in a row.
- C. Candidates must be present at the Regional Convention in order to participate in the election.
- D. Regional Officers must be enrolled in a two-year community or technical college during the fall and spring terms following their election (part-time status is acceptable).
- E. At the Regional Convention prior to the election, nominees are required to attend an officer candidate orientation, deliver a speech not to exceed three minutes and participate in a question/answer caucus with the voting delegates.
- F. All successful candidates for Regional Office must sign the Honor Code for Regional Officers as adopted by the Phi Theta Kappa Board of Directors prior to assuming elected office. All elected officers must abide by the Honor Code and all other policies of the Board of Directors of Phi Theta Kappa or be subject to removal from office.

General Duties and Guidelines 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. Attend all regional meetings (Leadership Conference, Regional Honors Institute, and Regional Convention) and assist in planning and directing of regional meetings.
- 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. Encourage all chapters to participate in the Phi Theta Kappa Honors Program.
- G. Represent the Carolinas Region at appropriate occasions under the direction of the Regional Coordinator.
- H. Encourage all chapters to be actively involved in the Carolinas Region and Phi Theta Kappa programs and initiatives.
- I. Prepare to serve in the following roles at Region or Chapter meetings: workshop panelist, awards judge, keynote speaker, group leader, master of ceremonies, invocator, 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.

Regional President Duties

- A. The President shall preside over the Regional Leadership Conference, Regional Convention, Regional Honors Institute, and meetings of the Executive Board.
- B. The President shall be available to fellow officers and the Regional Coordinator.
- C. The President shall organize and implement a Regional Project, which supports the Phi Theta Kappa Honors Study Topic, in coordination with the Regional Coordinator.
- D. The President shall ensure that all duties and responsibilities of fellow officers are being carried out.
- E. The President shall assist the Regional Coordinator in the direction of all regional activities and projects.

Regional Vice-President (NC & SC) Duties

- A. In the absence of the President, The North Carolina Vice-President shall call and preside over regional planning and business meetings in odd years. In the absence of the President, the South Carolina Vice-President shall call and preside over regional planning and business meetings in even years.
- B. The Vice-Presidents shall organize and implement a program to promote a Carolinas Region Service Project.
- C. The Vice-Presidents shall assist the President when called upon.
- D. The Vice-Presidents shall assist the Regional Coordinator with special projects as requested.
- E. The Vice-Presidents shall organize and coordinate regional debate teams when debates are scheduled at regional events.

Regional Secretary Duties

- A. The Secretary shall record the proceedings of the Carolinas Regional meetings, and report these proceedings in the Regional Newsletter.
- B. The Secretary shall publish the regional newsletter, The Carolina Crier, four times per year, under the direction of the Regional Coordinator.
- C. The Secretary shall assist the President when called upon.
- D. The Secretary shall assist the Regional Coordinator with special projects as requested.

Carolinas Region Regional Officer Benefits 2018

- Registration, hotel, and travel fees will be paid for regional officers to attend all regional events, including regional officer training, Carolinas Region Honors Institute, Carolinas Region Leadership Conference, and the Carolinas Regional Convention in the year following their election. Advisors do not need to register their officers for regional events – I will take care of that.
- The region provides a \$100 clothing stipend, mileage reimbursement for approved regional travel to events such as new member orientations or chapter inductions, 3 polo shirts per officer, 1 jacket per officer, and regional officer training.
- Upon successful completion of their year in office, regional officers receive a registration fee to the following Catalyst (April, 2019 in Orlando, FL). I will contact the officers to find out if they will be attending and if so, I will register them. Their chapter is responsible for their travel and other costs. Two of the outgoing officers will be asked to be flag bearers in the opening general session.
- Other benefits include leadership training, professional development, and speech writing.

ΦΘΚ

Carolinas Region

Intent to Run Form

OUR CHAPTER WILL ENTER A CANDIDATE FOR THE FOLLOWING REGIONAL OFFICER POSITION
(CHECK OFFICE RUNNING FOR)

NOTE: This form must be received in the regional coordinators office by February 8, 2019 if entering a candidate for regional office and a **short biography with regional goals must** be included as a **Word document** to be eligible to run for office. Bios should be e-mailed to beth.carraway@hgtc.edu.

Candidate Name:	
Chapter:	
College:	
Candidate For: (please check one)	
	2019-2020 Regional President
	2019-2020 Regional Vice President-North Carolina
	2019-2020 Regional Vice President-South Carolina
	2019-2020 Regional Secretary

I have read the duties of my office, and promise to fulfill to the best of my ability my duties as an officer of the Carolinas Region.

I understand that I should attend all regional meetings, and my registration will be waived for the 2019 Regional Honors Institute, the 2019 Leadership Conference, and the 2020 Regional Convention.

I have my chapter's support. If elected, and there is any reason that I cannot fulfill my duties as a regional officer, my chapter understands that it is their responsibility to elect/appoint a member as my replacement.

Candidate (signature)

Chapter Advisor (signature)

Date: _____

Signed Intent to Run forms may be mailed or e-mailed to regional coordinator at:

Mail to: Beth Carraway, Regional Coordinator or e-mail to: beth.carraway@hgtc.edu
 Phi Theta Kappa Carolinas Region
 Horry-Georgetown Technical College
 4003 S. Fraser Street
 Georgetown, SC 29440



Carolinas Region

PHI THETA KAPPA ADOPTS HONOR CODE FOR REGIONAL OFFICERS

In support of the Society's Mission Statement, the Phi Theta Kappa Board of Directors has adopted the following Honor Code as a declaration of the high standards of conduct to which Regional Officers are held.

The code was recommended by a Board-appointed Task Force comprised of members, advisors, regional coordinators and alumni. Each of Phi Theta Kappa's 29 regions will be incorporating the Regional Officer Honor Code into their Regional Bylaws, and all Regional Officers elected to serve, beginning with the election for the 1999-2000 term, will be required to sign the Honor Code. A similar Honor Code for International Officers was approved and implemented in 1998.

The Honor Code is not simply a set of rules and procedures governing Regional Officers' academic conduct, nor is it a legal contractual obligation of Phi Theta Kappa or the Regional Officer; it is an opportunity to put personal responsibility and integrity into action. Regional Officers will abide by this code, which liberates them to serve the Region and the Society in an atmosphere of mutual confidence and respect. The success of the Code depends upon the support of the Region. Infractions should be reported to a chapter advisor, who may communicate this information to the Regional Coordinator.

In keeping with the above policy, all candidates for Carolinas Regional office will be required to sign the accompanying Honor Code statement and return it with their candidate package.



Carolinas Region

HONOR CODE FOR REGIONAL OFFICERS

As a Regional Officer.....

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

I have read, understood and agree to the terms and conditions of the Phi Theta Kappa Honor Code. I further understand and agree that my continued service as a Regional Officer is a privilege, not a right, and that violation of this code will subject me to discipline determined appropriate by the Regional Coordinator or his/her designees. Additionally, I understand that pursuant to procedures outlined by the Regional Bylaws, I have the right to appeal disciplinary action, which results in my removal from office.

Regional Officer or Officer Candidate

Date

Carolinas Region

Candidate Speeches – The Honors Study Topic Speech

Carolinas Regional Officer Candidate Honors Study Topic Speech Rubric

1. All candidates seeking a regional position will give a speech on Saturday morning during the second general session.
2. This speech **IS NOT** a typical “campaign speech.” You must address the Honors Study Topic as described in the rubric below. You should refer to the Honors Program Guide, which is available at <https://www.ptk.org/Programs/HonorsinAction.aspx>. Chapter advisors and chapter presidents also receive a copy of the Honors Program Guide in the mail.
3. At least three (3) academic, peer-reviewed sources must be used in researching/writing the speech. Use APA format for citations.
4. It is expected the content of the speech will be the work of the candidate; however, each candidate is encouraged to seek assistance from fellow members, advisors and instructors in preparing this speech.
5. All candidate speeches are strictly limited to THREE minutes. Candidates will not be allowed to continue after three minutes. Candidates should remember to allow for audience reactions (applause, laughter, etc.) when practicing the timing of their speeches.
6. Props, PowerPoints, videos, and the use of sound equipment are prohibited. A microphone and podium will be provided.
7. Speeches begin with the Regional Secretary position, followed by the South Carolina Vice President, North Carolina Vice President, and conclude with the President.
8. Candidates must submit a written copy of their Honors Study Topic speech to Beth Carraway by email as a Word document at beth.carraway@hgtc.edu by March 1, 2019. Include the specific Theme from the Honors Program Guide which the speech will address and include properly cited references.

Criteria for Evaluation	Rating = 4 Exemplary	Rating = 3 Proficient	Rating = 2 Marginal	Rating = 1 Unacceptable
Honors Study Topic-Centric	Without question, the speech directly addresses a theme of the current Honors Study Topic.	Speech articulates a theme of the Honors Study Topic.	The Honors Study Topic is mentioned in name only.	No mention and no tie-in to the current Honors Study Topic.
Research-based	Without question, there is strong evidence of meaningful research that informed the speech. Clearly articulates a theme of the Honors Study Topic. References are all peer-reviewed academic sources.	Some evidence of research related to the Honors Study Topic theme. At least three citations are peer-reviewed academic sources.	Speech is general in nature; cursory research at best of Honors Study Topic theme. Mainly conveys personal narrative/opinion.	Speech shows no evidence of research that relates to the Honors Study Topic. Only personal narrative/ opinion.
Depth & Accuracy of Content	Speaker provides an accurate and complete explanation of key concepts. Applications of topic are included to illustrate issues. Listeners gain insights.	For the most part, explanations of concepts are accurate and complete. Some helpful applications are included. Listeners gain some insights from the presentation.	Explanations of concepts are inaccurate or incomplete. Little attempt is made to tie topic to practice. Listeners gain little from the presentation.	Speaker is incompetent in his/her explanations of concepts presented. There is no attempt to tie topic to practice. Listeners gain no new insights.
Use of Language: Grammar and Word Choice	Sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning.	For the most part, sentences are complete and grammatical, and they flow together easily. With a few exceptions, words are chosen for their precise meaning.	Listeners can follow the presentation, but some grammatical errors and use of slang are evident. Some sentences are incomplete or halting, and/or vocabulary is somewhat limited or inappropriate.	Listeners are so distracted by the presenter's apparent difficulty with grammar and appropriate vocabulary that they cannot focus on the ideas presented.

STATEMENT OF CANDIDATE HONORS STUDY TOPIC SPEECH RUBRIC

We, the undersigned, have read thoroughly and discussed together the rubrics for the Honors Study Topic Speech. We understand that the candidate finalists' speeches will be evaluated on these criteria by the Voting Delegates attending the Carolinas Region Convention.

Candidate's Signature

Date

Advisor's Signature

Date