

## PHI THETA KAPPA MIDDLE STATES 2008 REGIONAL OFFICER APPLICATION

**ELIGIBILITY: A candidate for Middle States Office must satisfy the following requirements and maintain them for the duration of his/her term if elected.**

1. Must be currently enrolled and exclusively enrolled through December 2008 in an associate degree program (minimum course load of 6 credit hours/semester – three of the credit hours must be on campus).
2. Must have met the requirements for membership in an active chapter, having duly been inducted
3. Must be an active member of an active chapter and maintain the standards of membership.

Candidate for the office of:		
Name:		
Address:		
City:	State:	Zip:
Phone (H):	Phone (W):	
Email address:	Fax number:	

Chapter:		
Date of Induction:	Current GPA:	
Major:	Anticipated Graduation:	
College:		
Address:		
City:	State:	Zip:
Advisor:	Phone:	

<b>Requirements:</b>	
<ol style="list-style-type: none"> <li>1. On an attached sheet of paper (typed) in two hundred fifty words or less, describe what Phi Theta Kappa means to you and how you would use this meaning as a regional officer to promote Phi Theta Kappa.</li> <li>2. Enclose a picture of yourself for publication in the convention program and a current transcript.</li> <li>3. During the first business session at regional convention you will be required to give a two minute speech on this year's honors topic.</li> </ol>	
<p>We, the undersigned, pledge that the Candidate meets all the eligibility requirements as specified above.  Candidate certifies that, if elected, he/she will abide by the Regional Officers Honor Code and uphold the duties of this office to the best of his/her abilities.</p>	
<hr style="width: 80%; margin: 0 auto;"/> Advisor, witness	<hr style="width: 80%; margin: 0 auto;"/> Candidate

Please remit to: Dr. Dan Houghtaling Delaware Technical & Community College 100 Campus Drive Dover, DE 19904	Deadline for Applications is:  <b>March 7, 2008</b>
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# PHI THETA KAPPA MIDDLE STATES

## Campaign Rules and Regulations

- The following has been edited or adapted from the International Officer Candidate Information Packet

Five Middle States Officers will be elected during the Middle States Regional Convention:

- Middle States Regional President
- Delaware State President
- Maryland State President
- New Jersey State President
- Pennsylvania State President

One voting delegate will be appointed to represent each chapter in attendance from the region at Regional Convention. Each voting delegate will be entitled to one vote in each of the five officer elections.

A Regional Phi Theta Kappa member may be a candidate for a Regional Office only once.

The campaign for Middle States Office is intended to be a fun, educational and rewarding experience for every candidate. In order to accomplish this goal and provide each candidate with a fair opportunity to campaign, the following rules and regulations have been established.

The Phi Theta Kappa Middle States Regional Coordinator reserves the right to extend the application deadline if a race is uncontested.

A candidate will be required to abide by the Regional Officer Honor Code during the period of his/her candidacy.

### Prior to Regional Convention

1. A candidate's application must be received by the Regional Coordinator on or before the deadline established on the Middle States Regional Officer Application. The date is approximately three weeks prior to convention.
2. To maintain equity, objectivity and fairness in the campaign process, communication about a member's candidacy prior to one month before Regional Convention is **strongly discouraged** (exclusive of inquiries pertaining to what is expected of an officer and current officers soliciting candidates as a function of their office).
3. Any member who is considering a campaign for Middle States Office who attends another chapter's meeting or event may **not** be introduced as a candidate and may **not** give a campaign presentation or speech.
4. A candidate may communicate with members of his/her chapter who will be officially serving on the candidate's campaign team.
5. A candidate is **not** permitted to campaign or distribute campaign materials, letters, e-mail messages, etc. prior to the Middle States Regional Convention.

### Two weeks prior to Regional Convention

1. A candidate may approach members from other chapters to serve on his campaign.
2. The candidate may officially announce his/her candidacy within the region/state using **no** more than one flier by mail or email.

**Campaigning at Regional Convention (for 2008 elections only)**

1. If at all possible, candidates are expected to arrive by 2:30 p.m. Wednesday, April 2 for a candidate Orientation Session. Candidates will meet with the Candidate Orientation and Coordination Committee to receive valuable campaign information and a schedule of campaign activities.
2. T-shirts and/or campaign costumes worn by the candidate and/or campaign workers are acceptable. However, no more than nine campaign workers may wear T-shirts, buttons, etc. at any one time.
3. Campaign workers may begin to wear these items upon arrival and at the first session of Regional Convention, Wednesday night and for the Caucus on Thursday night for name recognition of their candidate.
4. The official campaign period at Regional Convention is from 3:00 p.m. Wednesday to the conclusion of breakfast on Saturday.
5. Each candidate may use only one distributable information piece. This piece may be a brochure, newsletter or flier, which will be distributed during dinner Wednesday night.
6. As a general rule, the Middle States Region has established a campaign-spending limit of \$200. For planning purposes, approximately 300 members attend Regional Convention.
7. **No** campaign materials may be posted on hotel property (walls, doors, etc.).

**Campaign Booth**

1. Each candidate will be given a 6' table with tablecloth to serve as the campaign booth. Decoration of the campaign booth is left to the imagination and discretion of the candidate. However, booth decoration is limited to the table surface and a vertical backdrop (poster area) limited to less than twenty square feet.
2. The campaign booth will be located at the entrance to dining room for Wednesday night.
3. The booth should be set up prior to dinner Wednesday.
4. Please plan to remove your campaign booth and materials after the program Wednesday night.

**Campaign Speech**

1. This speech must not be presented as a "campaign speech." The speech should address the current Honors Study Topic.
2. Speeches will be presented at the First Business Session on Wednesday night.
3. 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.
4. All Honors Study Topic speeches are **limited to two minutes** and are strictly timed. After one minute and thirty seconds, a candidate will be given a signal that only thirty seconds remain.
5. Use of props or audio/visual is prohibited.
6. Each current Middle States Officer will introduce the candidates for his/her respective office.

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### **Candidate Caucus**

1. The Candidate Caucus provides candidates the opportunity to be interviewed by chapter members from a specific state. The setting is informal and candidates should expect to receive questions pertaining to everything from personal to professional goals to trivia questions on the region and Phi Theta Kappa in general.
2. The Candidate Caucus will be held Thursday night during the Regional Meeting.
3. Candidates will be escorted to the holding area outside each of the three caucus rooms (Delaware/Maryland Caucus, New Jersey Caucus and Pennsylvania Caucus). One at a time, each candidate will be given the opportunity to enter each caucus. The president of that state will introduce the candidate. Each candidate will be given one minute to provide background information about himself/herself and three minutes to answer questions.
4. Time will be strictly monitored and depending on the number of candidates seeking office, the time to respond to questions may be shortened.

### **Candidate Attire**

1. Regional Officer Candidates are required to be dressed in business attire while officially campaigning, during candidate speeches, during the caucuses and at regional meetings/dinners.
2. Regional Officer Candidates during social or outside events may wish to remain in business attire or change into business casual.
3. Business attire includes suits, coat and tie ensembles, dresses, pantsuits, and skirt and blouse combinations. Also, don't forget your Golden Key Pin.

## **PHI THETA KAPPA MIDDLE STATES - Duties and Responsibilities of Regional Officers**

To serve as a Middle States Officer is a privilege and an honor. With honor comes the responsibility to ensure the yearly success of the Middle States Region and/or the state you represent. You must be committed to the duties of office and be prepared to provide the time and support needed to fulfill the responsibilities of office. As one of five regional officers elected each year, your participation will make a difference in the region. You will be representing over five thousand members in seventy-seven chapters within the region.

As a regional officer you will be required to:

1. Uphold the standards of membership and support the principles, ideals, and programs of the Middle States Region and Phi Theta Kappa Society.
2. Attend New Officers Orientation Session (the Sunday morning immediately following the election, approx. two hours); Officers Academy at the International Convention; the International Convention; Regional Officers Days at International Headquarters; the Regional Officer Academy; the Regional Honors Institute; State Leadership conference(s); and the following Regional Convention. The expense related to the above functions will be paid or subsidized by the Region.
3. Participate in a minimum of two regional planning meetings. The first meeting is early in the summer and the purpose is to establish the Middle States Regional Officers' Yearly Goals. The second is in January, and the purpose is to ensure regional goals are being achieved and do some pre convention planning.
4. Work with fellow Regional Officers to develop and submit Regional Goals to International Headquarters, to be achieved during the tenure of office.
5. Work with fellow Regional Officers to develop a Service Project to be implemented during the tenure of office.
6. Serve as a host and facilitator of programs at the Regional Officers Academy, Regional Honors Institute, Regional Convention, State Leadership Conference(s), and selected other functions under the direction of the Middle States Regional Coordinator.
7. Prepare three speeches for use at chapter inductions, orientations and meetings. One speech should be a motivational speech, one on the Honors Study Topic, and one on Middle States programs and activities. Speeches should be approximately 10 minutes long.
8. Obtain the approval of the Middle States Regional Coordinator to attend chapter inductions, meetings, and/or events: and non-required Middle States events.
9. Be prepared to travel to various regional/international meetings and serve in the following roles: keynote speaker, master of ceremonies, workshop leader and Society/Regional Ambassador.
10. Correspond with local chapter members and officers within the state/region.
11. Submit information, articles, and pictures of activities attended (via email) to the Regional Coordinator and Middle States Webmaster for publication.
12. Continue to be an active member in your local chapter.
13. Communicate with International Headquarters, International Officers (especially the Region 1 Vice President) and regional officers from other regions.
14. Uphold the Regional Officers Code of Conduct.
15. Keep a travel log and expense receipts for all official travel within the Region. Complete and submit Regional Travel Vouchers to the Regional Coordinator in a timely matter for reimbursement.

