

**ALPHA ETA KAPPA CHAPTER OF  
PHI THETA KAPPA INTERNATIONAL  
MIDLANDS TECHNICAL COLLEGE  
HONOR CODE FOR CHAPTER OFFICERS**

I will conduct myself at all times in a manner that reflects positively on my chapter, my Region, the Society and me.

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 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 chapter Advisor and the chapter officers and chapter members in the same spirit of cooperation I display in my dealings with others.

I will respond promptly, courteously, and positively to the concerns of the Chapter Advisor 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 others and worthy of respect from others.

I will dress appropriately for any and all functions of the chapter, region and International Society.

I will not engage in any conduct, which may bring shame or disrepute to me or diminish the reputation of my Chapter, Region or Phi Theta Kappa.

I will not engage in any illegal activity or violate any stated policies of the Chapter, the Region 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.

I have read, understand, and agree to the terms and conditions of the Phi Theta Kappa Honor Code for officers. I further understand and agree that my continued service as a Chapter Officer is a privilege and honor, not a right, and that violation of this code will subject me to discipline determined appropriate by the chapter advisor and his/her designees. By signing this document, I understand my duties and responsibilities as outlined in the General Duties and Responsibilities of Chapter Officers document that accompanies this form.

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Chapter officer or officer candidate

Date

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Chapter Advisor

Date

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# Alpha Eta Kappa Chapter Phi Theta Kappa International Officer Application

(This application is for the office of President, Vice President of Scholarship and Leadership, Vice President for Service and Fellowship, Recording Secretary, and Public Relations Secretary.)

**DEADLINE FOR SUBMISSION: APRIL 26,2010 BY 4PM**

**NAME:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **ALTERNATE #** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_  
**CAMPUS EMAIL** \_\_\_\_\_

**PLEASE LIST THE OFFICE(S) YOU ARE INTERESTED IN RUNNING FOR AND WHY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAJOR COURSE OF STUDY \_\_\_\_\_  
GPA \_\_\_\_\_ MTC STUDENT ID# \_\_\_\_\_

LIST OTHER CLUBS AND ORGANIZATIONS YOU ARE INVOLVED WITH, INCLUDING OFFICES HELD \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **QUESTIONS PLEASE CONTACT:**

KITTY SPIRES, ADVISOR  
PHI THETA KAPPA  
738-7174  
SPIRESK@MIDLANDSTECH.EDU.

If you are interested in running for an elected office for Phi Theta Kappa, please complete this application and return to Kitty Spires in Wade Martin Building, Room 429, Beltline Campus. Applications may also be submitted via email to [spiresk@midlanstech.edu](mailto:spiresk@midlanstech.edu). After the review of your application, you will be contacted for an interview with a panel composed of the chapter advisors, the Vice President for Student Development Services, and a representative of the current executive board of Alpha Eta Kappa.

**General Qualifications, Duties and Responsibilities**  
**For**  
**Officers of Alpha Eta Kappa Chapter**  
**Phi Theta Kappa International**  
**Midlands Technical College, Columbia, South Carolina**

1. All chapter officers must be enrolled in at Midlands Technical College during the fall and spring semester following their election.
2. All chapter officers, along with the advisors, comprise the Executive Board of Alpha Eta Kappa. All officers are expected to serve on the Executive Board.
3. All officers must be available to serve the fall and spring semesters following their election.
4. All officers must sign the Honor Code for Officers and abide by the Code for the duration of their term or be subject to removal from office.
5. All officers must be a member in good standing with a 3.5 GPA.
6. All officers must be taking at least 3 semester hours of course work.
7. All officers must attend the chapter officer orientation held in the early summer to make plans for the chapter activities for the upcoming year.
8. All officers must attend all officer's meetings, chapter meetings, and chapter events. In the event of an emergency, another chapter officer or the chapter advisor must be notified.
9. Officers will not be allowed to serve if they do not acknowledge contact with other officers or the chapter advisor.
10. All officers must attend the Regional Officer training.
11. All officers are to uphold and support the standards and ideals of Phi Theta Kappa International.
12. All officers must meet to plan and develop goals for the chapter in the summer before the academic year of service begins.
13. All officers must be willing to represent the chapter at any function of Midlands Technical College that requests Phi Theta Kappa's involvement.
14. All officers must encourage fellow Phi Theta Kappans to be actively involved in the chapter activities while demonstrating that involvement themselves.
15. All officers should be prepared to serve and perform duties as requested by the chapter advisor.
16. All officers must understand that each office is a position of leadership and if the responsibilities of that position are not upheld, the officer will be asked by the chapter advisor to vacate the position.

# **Officer Selection Process**

## **Phi Theta Kappa**

### **Alpha Eta Kappa Chapter**

1. You will submit your application and essay.
2. Submit signed Honor Code signifying that you understand the obligations of holding an office in Phi Theta Kappa.
3. The next step will be to receive the call for an interview.
4. Attend interview process.
5. Await phone call.
6. Participate in officer induction.
7. Attend mandatory officer's training in early summer.
8. Participate in meetings and chapter activities.

#### **Documents that must be submitted in order to be considered for an office**

1. Officer's application
2. Signed Honor Code
3. Short essay stating why you want to serve
4. Statement stating that you have explored the Phi Theta Kappa International website and that you are familiar with the organization's mission, projects and programs. You will be asked about these in the interview.

#### **Documents on the officer application page**

1. Honor Code
2. General Qualifications, Duties and Responsibilities
3. Specific duties for Alpha Eta Kappa Officers
4. Officer Application