

THE HONOR  SOCIETY OF
PHI KAPPA PHI

January 5, 2017

TO: MSU Chapter Members

FROM: Lauren J. Harris
Secretary, MSU Chapter 041

SUBJECT: Call for Nominations and Chapter Election

Hello and Happy New Year!

Our Chapter depends on the ideas, energy, and efforts of its members. I write you today with an invitation to participate in the work of the Chapter, by nominating yourself or other members to serve as officers.

Attached is a call for nominations that outlines the offices, duties, and process. Active members are encouraged to consider standing for election to serve as chapter officers. Active student members are encouraged to pursue appointment to one of the chapter's important Student Vice President roles. The deadline for nominations is February 3, 2017.

In accordance with its bylaws, the Michigan State University Chapter of the Honor Society of Phi Kappa Phi will convene a meeting on Friday, February 24, 2017, at 11:00 a.m., Room 6 Kellogg Center, for the purpose of holding its chapter election. The names and brief biographical statements of all certified nominees will appear on the ballot. All active members are invited to attend the meeting and vote.

If you have any questions about the process, please contact the Chapter Administrative Assistant at pkp041@msu.edu.

cc: B. Bargerstock

attachment

MICHIGAN STATE UNIVERSITY CHAPTER CALL FOR NOMINATIONS

The MSU Chapter of Phi Kappa Phi seeks nominations (including self-nominations) of active members to stand for election to its governing Executive Committee. In addition to the chapter Past President, the Executive Committee is comprised of the following officers, for which nominations are sought:

Office (# to be elected)	Term	Duties
President (1)	2 years	Presides at all meetings of the chapter and of the executive committee, appoints committees deemed necessary or helpful in furthering the business of the Society, votes on behalf of the chapter on matters sent to the chapter by Society Headquarters, and to fulfill other usual executive responsibilities.
President-Elect (1)	2 years	Presides at meetings in the absence of the President. Succeeds to the presidency in the event of the death, removal, incapacity, or resignation of the President. At conclusion of term, automatically succeeds to the presidency and serves a term as chapter President.
Student Vice President (2)	1 year	Represents the voice of student members in the governance of the chapter. Performs such duties as are assigned by the President.
Secretary (1)	2 years	Responsible for maintaining records and supplies for the chapter. Keeps and publishes minutes of chapter and Executive Committee meetings. Maintains correspondence and other files related to Society headquarters and affairs of the chapter. Prepares lists of eligible candidates to be voted on by the chapter. Prepares materials and documents required for the initiation of candidates.
Treasurer (1)	2 years	Receives, deposits, and accounts for all monies received by the chapter from dues and other sources. Pays all bills approved by the Executive Committee. Arranges for the investment of all funds not required for current operation. Prepares an annual budget and arranges for an annual audit or review of the record books. Prepares the chapter Finance Report. Submits Form 990 or Form 990-N to the IRS by November 15. Prepares and submits other reports required by Society headquarters.
Member-at-Large (2)	2 years	Participates in the work of the Executive Committee and serves on other chapter committees, as appointed by the President.

Nominations, including self-nominations, must include all of the following:

- nominee's name
- nominee's phone number
- nominee's email address
- the office for which she/he is being nominated
- a brief professional/biographical statement about the nominee
- an indication that the nominee is aware of the nomination and is willing to serve

Nominations must be submitted no later than 5:00 p.m. on February 3, 2017, either by email to pkp041@msu.edu, or in person at the chapter office in Room 93 Kellogg Center.

Only nominations of active members (those who have paid Society and chapter dues for the current year) will be certified by the chapter to appear on the ballot.

The materials of certified nominees for election will be made available electronically for review by the voting membership prior to the election.

The election will be held in accordance with chapter bylaws, at a meeting on February 24, 2017, at 11:00 a.m., Room 6 Kellogg Center. All active members are encouraged to participate. The election will be the first item on the agenda.

Results of the election and the appointment process will be announced no later than March 3, 2017.

To learn more about the operations of the MSU Chapter, see the chapter bylaws at: http://pkp.msu.edu/about_bylaws.asp.