

THE HONOR  SOCIETY OF  
**PHI KAPPA PHI**

January 10, 2013

**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. All active members are encouraged to consider standing for election and serving in these important roles. The deadline for nominations is January 31, 2013.

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 8, 2013, at 2:00 p.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](mailto:pkp041@msu.edu).

cc: B. Bargerstock

attachment



**MICHIGAN STATE UNIVERSITY CHAPTER  
EXECUTIVE COMMITTEE  
CALL FOR NOMINATIONS**

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

Office (# to be elected)	Term	Duties
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 the nominee’s name, phone number, email address, office sought, and a brief professional/biographical statement.

Nominations must be submitted no later than 5:00pm on January 31, 2013, either by email to [pkp041@msu.edu](mailto: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 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 8, 2013, at 2:00pm, Room 6 Kellogg Center. All active members are encouraged to participate. The election will be the first item on the agenda.

To learn more about the operations of the MSU Chapter, see the chapter bylaws at: [http://pkp.msu.edu/about\\_bylaws.asp](http://pkp.msu.edu/about_bylaws.asp).