

New Mexico Region

ALPHA UPSILON CHI

BETA THETA DELTA

ALPHA OMEGA TAU

BETA ETA OMEGA

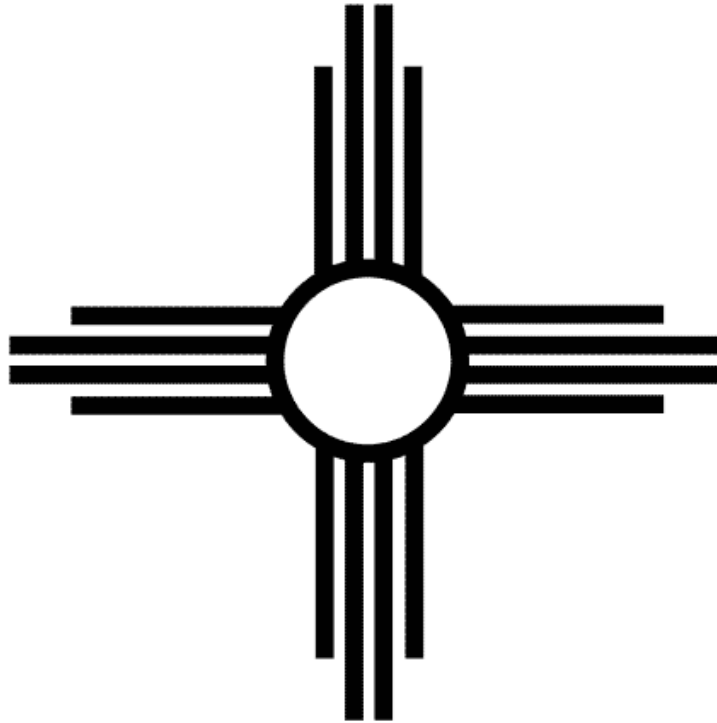
BETA ZETA ZETA

ALPHA RHO XI

PHI ALPHA

ALPHA TAU NU

BETA ETA IOTA



BETA BETA IOTA
BETA ZETA CHI
ALPHA NU BETA
ALPHA IOTA SIGMA

ALPHA MU SIGMA

PSI THETA

ALPHA MU PI

ALPHA KAPPA XI

BETA MU NU

Handbook

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July 31, 2009

Phi Theta Kappa Mission

"The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence."

Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

History of the New Mexico Region of Phi Theta Kappa

The New Mexico Region of Phi Theta Kappa was officially formed in January 1997, after two years of planning and development. The formation of the New Mexico Region was the culmination of much hard work and many dreams of Phi Theta Kappans in the Land of Enchantment.

The Region was formed in order to support scholarship and academic excellence in accredited two-year community, junior, vocational, branches, and technical colleges throughout our region, to enhance the development and growth of our society and its members, and to provide greater service to our schools, our communities, our region, and our international organization (from the Preamble to the Regional By-Laws).

Specific regional programs include scholarships for regional and international events, regional conferences and conventions, officer training and travel to chapters within the region, mailings, and awards.

Regional programs are supported almost entirely by chapter dues, which are paid to the region immediately after each induction of new members. Dues are \$5 per new member and are paid on a one-time basis. Chapters must pay dues in order to maintain good standing within the Region and to be eligible for various regional programs, such as awards competitions and regional officer elections. Registration fees for regional events are primarily used for event-related expenses; profits go toward other regional programs.

Membership in Phi Theta Kappa

Your commitment to scholarship and your desire to achieve academic excellence have been rewarded by membership into the Phi Theta Kappa International Honor Society. Phi Theta Kappa has recognized academic excellence in the two-year college since 1918 and has become the largest and one of the most prestigious honor societies in higher education. More than 2 million members have been inducted at over 1,200 colleges located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, United Arab Emirates and Palau.

Phi Theta Kappa membership is based primarily upon academic achievement. Invitation to membership may be extended only by the local chapter at the institution offering an associate degree program; you must have completed at least 12 hours of course work leading to an associate degree program (part-time students may be eligible); you must generally have a grade point average of 3.5 and enjoy full rights of citizenship of your country. The chapter may raise eligibility standards as long as they are in accordance with the Society's International Constitution.

**New Mexico Region of Phi Theta Kappa
By-Laws
(Amended 3/21/06)**

The International Constitution of Phi Theta Kappa is the governing document for all regions of Phi Theta Kappa. The following bylaws for The New Mexico Region of Phi Theta Kappa are in support of that constitution and delineate the organizational structure and characteristics of the New Mexico Region.

Preamble

That academic excellence among two-year college students may be nurtured; that opportunity may be provided for leadership training; that an intellectual climate may be promoted for an interchange of ideas and ideals; and that scholars may be filled with desire for continuing education, we dedicate ourselves as fellows of The New Mexico Region of Phi Theta Kappa. Among us membership is a privilege earned by qualifications, honor and service. In the conduct of our activities, truth shall be our quest, diligence our staff and achievement our purpose.

Article I. Name of Organization

The name of this Organization shall be the New Mexico Region of Phi Theta Kappa.

Article II. Purpose of Organization

The purpose of the New Mexico Region of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, the New Mexico Region of Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Article III. Membership

Section 1. **Eligibility.** The regional membership shall consist of all members of the New Mexico Phi Theta Kappa chapters which meet the requirements for membership in the International Phi Theta Kappa Society.

Section 2. **Categories of Membership.** The categories of membership shall be active, provisional, alumni and honorary.

A. **Active Members.** An active member shall be a student who has met the requirements for membership in an active chapter of the Society, as set forth in the chapter bylaws, in accordance with the International Constitution, and who has been duly initiated into the Society and who maintains the standards required for membership.

B. **Provisional Members.** A provisional member shall be a student who has not yet fulfilled all requirements for membership in an active Phi Theta Kappa chapter, but who has demonstrated an active interest in the Society. A provisional member shall not have the right to vote, to hold office, or to represent the chapter at meetings of the Society.

C. **Alumni Members.** An alumnus member shall be a former member of the Society who terminated active membership in good standing. Alumni members shall have all the privileges of active members except the right to vote or to hold office.

Section 3. **Fees.** All active members shall pay a one-time regional fee immediately following their induction. Fees are set by the Executive Committee with the approval of a simple majority of advisors attending a regional meeting.

Section 4. **Active Chapters in Good Standing.** Active chapters in good standing shall be chapters which meet all the requirements for an active chapter as set forth in the International Constitution of Phi Theta Kappa and who pay regional dues.

Article IV. Regional Organization

Section 1. **Regional Coordinator.** The Regional Coordinator shall supervise all regional activities, appoint regional committees, assist the regional officers and other regional leaders in planning and executing regional programs and correspond and communicate with the International Headquarters in guiding regional activities of the organization. The Regional Coordinator shall be appointed by the Executive Director.

Section 2. **Regional Officers.** The regional officers shall consist of a President, one Vice President from each district, and a Secretary.

A. **Election Procedure.** The Regional Officers shall be elected annually at the New Mexico Regional Convention. Officers shall be elected by a majority of the voting delegates at the Regional Convention. Officers shall be installed at the last general session of the Regional Convention and shall assume the duties of their offices immediately afterwards.

B. **Qualifications.** Any active New Mexico chapter in good standing may run for office. The members elected to hold the various offices shall be active members from the elected chapters.

C. **Duties of the President.** The duties of the President shall be to preside at the Leadership Conference and Regional Convention, and to work with the Regional Coordinator and other regional leaders in planning, promoting and executing regional activities and programs.

D. Inability of the President to Fulfill Duties. If the President is unable to perform his duties, the regional officers and the Regional Coordinator shall elect one of the Vice Presidents as a President Pro-Tempore to act in the capacity of President until such time as the President is able to return to his duties. If the President is unable to return to his duties, the chapter elected to hold the office shall elect a new President from among its members.

E. Duties of the Vice Presidents. The duties of the Vice Presidents shall be to work with the President, Regional Coordinator and other regional leaders in planning, promoting and executing regional activities and programs, to attend and assist at the Leadership Conference, and the Regional Convention, and to promote regional goals and projects within the respective districts.

F. Inability of a Vice President to Fulfill Duties. If a Vice President is unable to fulfill his duties, the chapter elected shall elect another chapter member to fill the position.

G. Duties of the Secretary. The duties of the Secretary shall be to record minutes at all regional meetings or activities and send copies of the minutes to each chapter, the Regional Coordinator and Phi Theta Kappa International Headquarters. The Secretary shall also work with the Regional Coordinator to create and distribute a Regional Newsletter to each chapter, the Regional Coordinator and International Headquarters at least once a year.

Section 3. Regional Advisory Committee. The Regional Advisory Committee shall consist of three advisors, one from each district (Northern, Central and Southern).

A. Election Procedure. Members of this committee shall serve staggered terms of three years each. Any advisor of an active New Mexico Phi Theta Kappa chapter in good standing may run for the office. A simple majority of all advisors present from chapters in good standing shall be necessary to elect the new Secretary.

B. Duties. The duties of the members of this committee shall be to assist the Regional Coordinator and regional officers with planning, promoting and executing programs and attendance at regional meetings.

Section 4.. Executive Committee. The Executive Committee shall consist of the Regional Coordinator, Regional Officers, and Regional Advisory Committee Members. Each shall be a voting member of the committee. The Regional Coordinator shall preside at all meetings of the Executive Committee. Meetings shall be held at the discretion of the Regional Coordinator.

Article V. Regional Meetings and Procedures

Section 1. Leadership Conference. A Leadership Conference shall be held annually.

Section 2. **Regional Convention.** A Regional Convention shall be held annually.

Section 3. **Voting.** Each active chapter in good standing shall be entitled to one vote at the Regional Convention. The vote shall be cast by the official chapter delegate who is present and recognized at the convention. The voting delegate must be an active member of Phi Theta Kappa and their chapter.

Article VI. Districts

The New Mexico region shall be divided into three districts (Northern, Central, and Southern). The purpose of the districts shall be to promote regional unity and expedite the flow of information within the region.

Section 1. **Northern District.** The Northern District shall be made up the following chapters: Alpha Iota Sigma, Alpha Kappa Xi, Alpha Mu Sigma, Beta Mu Nu, Beta Theta Delta, and Beta Zeta Chi.

Section 2. **Central District.** The Central District shall be made up of the following chapters: Alpha Tau Nu, Alpha Upsilon Chi, Beta Beta Iota, Beta Eta Iota, Beta Eta Omega, and Beta Zeta Zeta.

Section 3. **Southern District.** The Southern District shall be made up of the following chapters: Alpha Mu Pi, Alpha Nu Beta, Alpha Omega Tau, Alpha Rho Xi, Beta Pi Sigma, Psi Alpha, and Psi Theta.

Article VII. Amendments

Written copies of a proposed amendment, initiated by any chapter in good standing or by the Executive Board, must be sent to the Regional Coordinator. The Regional Coordinator will send the proposed amendment to each chapter in good standing at least twenty-one (21) days prior to the voting date, which is set by the Regional Coordinator. The ballot, certified by each chapter's advisor, must be received by the Regional Coordinator within twenty-one (21) days following the voting date. Amendments may also be voted on at any regular business meeting provided all voting members have been notified at least twenty-one (21) days before the meeting.

Article VIII. Ratification

Section 1. **Required Vote.** These Bylaws shall become effective upon two-thirds vote of all chapters in good standing in the New Mexico Region of Phi Theta Kappa.

Section 2. **Voting by Mail.** When voting is done by mail, all eligible chapters not responding within twenty-one (21) days will be considered as voting in the affirmative.

Section 3. **Interpretation.** Final interpretation of these Bylaws shall be the responsibility of the Executive Committee.

Regional Advisory Committee

The Regional Advisory Committee shall consist of three advisors, one from each district (Northern, Central and Southern). Members of the committee should be trusted advisors and their input should be sought when major decisions affecting the region have to be made.

Members of this committee shall serve terms of three years each. Any advisor of an active New Mexico Phi Theta Kappa chapter in good standing may run for the office. A simple majority of all advisors present from chapters in good standing shall be necessary to elect the new committee.

There should be meetings of the advisory committee whenever the opportunity presents itself: at regional meetings and at international convention. Separate meetings where no one but the committee is present may be necessary. Committee members should attend every meeting.

The advisory committee may be of great assistance to the coordinator in training the regional officers. The coordinator may delegate an individual member to work with the officers or to assign a role to call members.

Though all regional coordinators can serve valuable roles in implementing regional programs, the advisory committee members are usually the most experienced and dependable advisors to call upon.

They may fill any of the following roles”

1. Train regional officers
2. Lead seminars and workshops
3. Provide convention award designs and produce awards
4. Act as comptroller for the regional treasury
5. Do orientations for new advisors at regional meetings
6. Solicit scholarships
7. Help prepare agenda for any of the regional meetings
8. Prepare regional manuals

Generally, the advisory committee should be trusted confidants and frequent sounding boards for the coordinator’s ideas. They should be encouraged to present their ideas for regional programs.

The length of the members’ terms is determined by the regional by-laws.

Regional Officers

The regional officers shall consist of a President, one Vice President from each district, and a Secretary.

The Regional Officers shall be elected annually at the New Mexico Regional Convention. Officers shall be elected by a majority of the voting delegates at the Regional Convention. Officers shall be installed at the last general session of the Regional Convention and shall assume the duties of their offices immediately afterwards.

The members elected to hold the various offices shall be active members from the designated chapters. Interested individuals shall complete and submit a Regional Officer Application (page 11) and return the application to the Regional Coordinator no later than 7 days prior to the Spring Regional Convention.

Duties of the President. The duties of the President shall be to preside at the Leadership Conference and Regional Convention, and to work with the Regional Coordinator and other regional leaders in planning, promoting and executing regional activities and programs.

Inability of the President to Fulfill Duties. If the President is unable to perform his duties, the regional officers and the Regional Coordinator shall elect one of the Vice Presidents as a President Pro-Tempore to act in the capacity of President until such time as the President is able to return to his duties. If the President is unable to return to his duties, the chapter elected to hold the office shall elect a new President from among its members.

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**New Mexico Region
Regional Officer Application**

Name: _____

Chapter: _____

College: _____

Officer Sought: _____

Indicate proposed plans to fulfill this office.

We are willing to provide the necessary guidance and accept the appropriate financial commitment if this chapter member is elected to this office.

Signature of Member

Date

Signature of Advisor

Date

Return this form to: Cindy Armijo, New Mexico Regional Coordinator, Luna Community College, 366 Luna Drive, Las Vegas, NM 87701 (Fax: (505) 454-2588). This form must be received one week prior to the spring convention in order for the chapter to be placed on the ballot. A chapter must have this form completed (with appropriate signatures) in order to be nominated from the floor at the convention.

Phi Theta Kappa Honor Code for Regional Officers

Mission Statement

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Introduction

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

Honor Code

As a Regional Officer...

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

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 and goals in life.

I am committed to honesty and integrity in personal, social, and academic endeavors.

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 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 respond promptly, courteously, and positively to the concerns and requests of the Regional Coordinator 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 of others and worthy of respect from others.

I will dress appropriately for any and all occasions.

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

I will not engage in any illegal activity or violate any stated policies of 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, 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 the procedures outlined by the Regional Bylaws, I have the right to appeal disciplinary action, which results in my removal from office.

Officer

Date

Regional Awards

The Phi Theta Kappa Awards program consists of two parts: 1) the Chapter Development (Five-Star) Program, and 2) the Hallmark Awards Program. The Chapter Development Program allows the chapter to set its own goal and plan its program to achieve the desired level. All chapters are encouraged to participate in the Five-Star Chapter Development Program. Each chapter will receive a certificate from International Headquarters indicating the level achieved (which may be higher or lower than the projected goal). This certificate will be presented at the Regional Convention in the spring.

Chapters are encouraged to compete in the Regional and International Hallmark Awards Programs. New Mexico Regional Awards Program is designed to recognize and encourage excellence. Each chapter's entries are very important to the growth, development, and quality of chapter programming as well as to the growth and development of the region.

The individual and chapter awards criteria for entering the Regional competitions are the same as those for International Awards. Chapters should submit their award entries to the International office, for judging for international and regional awards.

If you have questions, please e-mail or call your regional coordinator:

Cindy P. Armijo
carmijo@luna.edu
(505) 454-2558

New Mexico Region Awards

Individual Award Entries

Distinguished Chapter President Award

Distinguished Chapter Officer Award

Distinguished Chapter Member Award

Distinguished Advisor Award

Paragon Award for New Advisors

Horizon Award for Advisors

Chapter Award Entries

Leadership Award

Scholarship Award

Service Award

Spirit Award (based on Scholarship, Leadership and Service award entries, 5-star chapter updates and participation in regional projects/activities.) **No entry needed.**

Distinguished Chapter Award (based on Scholarship, Leadership, Service, entries and 5-star chapter updates.) **No entry needed.**

Honors Institute Scholarships: No entry needed.

**New Mexico Region
Northern District**

Institute of American Indian Arts
Beta Theta Delta Chapter
83 Avan Nu Po Road
Santa Fe, NM 87508

Luna Community College
Beta Mu Nu Chapter
366 Luna Drive
Las Vegas, NM 87701

Northern New Mexico College
Alpha Iota Sigma Chapter
921 Paseo de Onate
Española, NM 87532

San Juan College
Alpha Mu Sigma Chapter
4601 College Blvd.
Farmington, NM 87402

Santa Fe Community College
Alpha Kappa Xi Chapter
6401 Richards Ave
Santa Fe, NM 87508

University of New Mexico – Los Alamos
Beta Zeta Chi Chapter
4000 University Drive
Los Alamos, NM 87544

**New Mexico Region
Central District**

Central New Mexico Community College
Alpha Upsilon Chi Chapter
525 Buena Vista SE
Albuquerque, NM 87106

Clovis Community College
Alpha Tau Nu Chapter
1200 W. University Station
Clovis, NM 88130

Mesalands Community College
Beta Eta Omega Chapter
911 South Tenth Street
Tucumcari, NM 88401

New Mexico State University – Grants
Beta Eta Iota Chapter
1500 North Third Street
Grants, NM 87020

Southwestern Indian Polytechnic Institute
Beta Beta Iota Chapter
9169 Coors Road NW
Albuquerque, NM 87114

University of New Mexico – Valencia
Beta Zeta Zeta Chapter
280 La Entrada
Los Lunas, NM 87031

**New Mexico Region
Southern District**

Eastern New Mexico University – Roswell
Alpha Mu Pi Chapter
PO Box 6000
Roswell, NM 88201

Eastern New Mexico University – Ruidoso
Beta Pi Sigma Chapter
709 Mechem Drive
Ruidoso, NM 88345

New Mexico Junior College
Psi Theta Chapter
5317 Lovington Highway
Hobbs, NM 88240

New Mexico Military Institute
Phi Alpha Chapter
101 West College Ave
Roswell, NM 88201

New Mexico State University – Carlsbad
Alpha Rho Xi Chapter
1500 University Drive
Carlsbad, NM 88220

New Mexico State University – Dona Ana
Alpha Omega Tau Chapter
3400 South Espina Street
Las Cruces, NM 88003

New Mexico State University – Alamogordo
Alpha Nu Beta Chapter
2400 North Scenic Drive
Alamogordo, NM 88310

Headquarters

The team of staff members at the International Headquarters is dedicated to ensuring a positive membership experience for every student inducted into a local chapter. This goal is achieved through the development of quality chapter programs and by providing assistance to advisors, officers, and members.

Phi Theta Kappa Center for Excellence
1625 Eastover Drive
Jackson, MS 39211

Toll-free telephone numbers:

Main switchboard	800.946.9995
Recognition Services	800.946.9996
Membership Services	800.946.9997
Advisor Hotline	877.785.1918

Phi Theta Kappa International Honor Society Website

<http://www.ptk.org>

Phi Theta Kappa New Mexico Region Webpage

http://www.ptk.org/regions/New_Mexico_Region.htm

Regional Executive Board

Regional Coordinator

Cindy P. Armijo

Luna Community College
366 Luna Drive
Las Vegas, NM 87701
505.454.2558
carmijo@luna.edu

Regional Advisory Committee

Dr. Twila Quintana, Northern District

Luna Community College
366 Luna Drive
Las Vegas, NM 87701
505.454.2558
tquintana@luna.edu

Maria Vick, Southern District

New Mexico Junior College
5317 Lovington Hwy
Hobbs, NM 88240
575.492.2850
mvick@nmjc.edu

Donna Trujillo, Central District

Central New Mexico Community College
525 Buena Vista SE
Albuquerque, NM 87106
505.224.3265
dtrujillo39@cnm.edu

Beth Sisneros, Central District

Mesalands Community College
911 South 10th Street
Tucumcari, NM 88401
575.461.4413 ext. 124
beths@mesalands.edu

Regional Officers

Theresa Lefkovitz, President

2335 Via Seville NW
Albuquerque, NM 87104
505.280.1704 cell
tlefkovitz@cnm.edu

Shalena Bailey, Northern VP

366 Luna Dr.
Las Vegas, NM 87701
505.426.4932 cell
shalenabailey@hotmail.com

Vickie Wallace, Central VP

800 E. 10th St.
Clovis, NM 88101
575.708.0485 cell
viorge@msn.com

Dana Havink, Southern VP

1111 Caprock
Hobbs, NM 88240
575.602.2928
dhavink2007@yahoo.com

Torres Leyba, Secretary

04 Meadow Lake Lane
Los Lunas, NM 87031
505.515.9240 cell
mrmeadowlake@yahoo.com