



Phi Theta Kappa

Upsilon Kappa Officer Candidate Information

The Phi Theta Kappa International Honor Society.

Nominations:

- You may nominate yourself or someone else (with their permission) at any time while nominations are open by either stating this during a meeting, bringing this to the attention of the Advisor or President or stating this by posting a message through the Yahoo Group.
- As an officer candidate, you are required to complete, update, or make sure your membership information is current with Upsilon Kappa. You may do this by completing the online form on our website.
- As an officer candidate, you must be an active member in good standing with the chapter.
- All officer candidates are required to read the information provided herein and complete the items listed below for publication to the voting membership by or on the date that nominations close. This information is to be submitted to the Vice-President or Chairperson of Public Relations.

Voting:

- Voting will not open less than one week from the time that nominations close. This week is to allow the membership to review the results of the questionnaire and biographical information before choosing a candidate to vote for.
- Voting will be open online through the Yahoo Group one week before the Member Meeting where the in-person votes and online votes will be tallied.

Post Election:

- Incoming officers will be trained by the officer leaving the position (if possible).
- Once elected, an officer may not concurrently be a chairperson of a committee.
- ***Officers are expected to attend, to the best of their abilities, all officer and member meetings as well as all events that the chapter organizes. If an officer cannot fulfill their duties or is routinely absent, they will be asked to resign.***

Complete The Following:

- You may use a separate sheet of paper or email your responses (preferred).
- Write a short paragraph or two regarding:
 - A short biography about yourself.
 - Why do you want to hold the office(s) you are nominated for?
 - What do you think you can bring to the position?
 - What do you expect to gain from holding this office?

Thank you for your interest in becoming an officer of Upsilon Kappa!