INTRODUCTION

PTK Catalyst 2020, Phi Theta Kappa’s Annual Convention, will be held April 2-4 at the Gaylord Texan Resort and Convention Center in Grapevine, Texas (Greater Dallas Area). Five International Officers will be elected during the Convention:

- International President
- Division I Vice President
- Division II Vice President
- Division III Vice President
- Division IV Vice President

Phi Theta Kappa's four divisions are outlined [here](#).

*Candidates MUST arrive at PTK Catalyst 2020 in time to participate in the entire Candidate Orientation that begins at 2:00 pm on Wednesday, April 1, and depart no earlier than noon on Sunday, April 5. Newly-elected International Officers will meet with HQ Staff on Sunday morning, April 5.*
**Orlowski Candidate Award**

During PTK Catalyst, ALL candidates will vote for one of their peers for the Steve Orlowski Candidate Award, a $1,500 stipend presented annually to an International Officer Candidate who best reflects the ideals of the Society during the campaign. The award honors the memory of 1986-87 North Central Vice President Steve Orlowski, Theta Omega Chapter, Wilbur Wright College, Chicago, Illinois.

**INTERNATIONAL OFFICER BENEFITS**

- Professional Development Opportunities such as strengthening public speaking, goal setting, collaborative, and organizational skills while representing the Society
- Travel, accommodation, and registration expenses for all Headquarters-approved travel including:
  - International Officer Orientations at Center for Excellence in Jackson, MS;
  - International Honors Institute;
  - Regional Conferences;
  - PTK Catalyst Annual Convention;
  - and other conferences as assigned.
- $2,000 scholarship and the International Officer pearl-accented lapel pin upon successful completion of term in office

**INTERNATIONAL OFFICER RESPONSIBILITIES**

The International Officers of Phi Theta Kappa are composed of a President and Vice Presidents from each of the designated divisions. The International Officers are elected annually by voting delegates from each chapter at PTK Catalyst and serve a one-year term as ambassadors of Phi Theta Kappa.

To serve as an International Officer is a privilege and an honor. With this honor comes serious responsibilities which warrant careful consideration.

The candidate is expected to discuss with family members, chapter members, chapter advisor(s), and job supervisors the time and support needed to fulfill the responsibilities of the position. If elected, International Officers are required to relinquish any regional officer roles, however, you may still serve with your local chapter.

**Responsibilities:**

1. Continue to be an active member of an active Phi Theta Kappa chapter.
2. Advocate for the Society by clearly articulating the mission, goals, and accomplishments of Phi Theta Kappa to the members and college community. This includes traveling to PTK regional events and other conferences as assigned by Headquarters.
3. Work with the Executive Cabinet of the Society to set goals and formulate strategy aligned with the mission and strategic plan of the Society.
4. Preside at the 2020 Honors Institute at Loyola University - Lake Shore Campus in Chicago, Illinois, June 8-12, and PTK Catalyst 2021 at Baltimore Convention Center in Baltimore, Maryland, April 8-10.
5. Represent the student interests, specifically operational strategies to enhance the member experience.
6. Attend meetings, trainings, and events related to professional development.
   a. International Officer Orientation 1 in Jackson, MS – May 2020
   b. International Officer Orientation 2 in Jackson, MS – July/August 2020
   c. International Officer Orientation 3 in Jackson, MS – January 2021

7. One officer is appointed to the Board of Directors upon recommendation of the President and CEO to serve as the student representative to the Phi Theta Kappa Board of Directors. (The International President serves as interim student representative to the Board of Directors until a selection is made by the Board of Directors.)

INTERNATIONAL OFFICER TENTATIVE CALENDAR

The following events are tentatively planned for the 2020-2021 International Officers.

April 5, 2020
Newly-Elected International Officer Meeting at PTK Catalyst 2020 – Grapevine, TX

April/May 2020
Convention Follow-Up Assignments, Public Relations Tasks (photos, bio) and study International Officer Manual

May 2020
First International Officer Orientation – Jackson, MS; Overview of Phi Theta Kappa’s History, Mission, Structure, Priorities; Teambuilding and Leadership Exercises

June 2020
Submit official Spring 2020 transcript to Headquarters

June 8-12, 2020
Honors Institute at Loyola University -- Lake Shore Campus in Chicago, IL ~ Preside at General Sessions and Participate in Seminar Groups. Officers generally arrive one day early.

Summer 2020
Finalize International Officer Goals

July/August 2020
Second International Officer Orientation – Jackson, MS; Deliver Speech (topic TBD) to HQ Staff; Prepare for Fall Regional Meeting HQ Updates & Other Presentations

September – November 2020
Participate in regular videoconference calls, respond to members’ questions/comments, communicate via Society’s social media outlets, publicize goals, and travel to regional meetings (generally 2 weekend trips)

January 2021
Third International Officer Orientation - Jackson, MS

February – March 2021
Participate in regular videoconference calls, respond to members’ questions/comments, communicate via Society’s social media outlets, publicize goals, and travel to regional meetings (generally 2 weekend trips)
April 8-10, 2021
Annual Convention, Baltimore Convention Center, Baltimore, MD (7 days) ~ International Officers should arrive by Monday, April 5, 2021. Preside at General Sessions and other duties as assigned by HQ Staff.

HONOR CODE FOR INTERNATIONAL OFFICERS

As an International Officer...

- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, and the Society.
- I will conduct myself at all times in a manner that reflects positively on myself, my chapter, 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 International Officer term requires a team effort, and I pledge to work together to promote the Society's Mission.
- I will work with 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 Society’s 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 Phi Theta Kappa.
- I will not engage in any illegal activity or violate any stated policies of 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 violation of this code will subject me to discipline determined appropriate by the Society. Additionally, I understand that pursuant to the procedures outlined in the Society’s Constitution and Bylaws (Chapter X, Section 5), I have the right to appeal disciplinary action which results in my suspension from office.

PROFESSIONAL GUIDELINES FOR INTERNATIONAL OFFICERS

- International Officers must be active participants in their local chapter activities.
• International Officers must **not** send mass mailings via e-mail or postal mail without consultation and approval from their Headquarters contact.

• International Officers must **not** initiate nor commit the Society to programs or projects without prior consultation and approval from their Headquarters contact.

• International Officers’ Headquarters contact will approve and confirm Officers’ airline and hotel reservations to Society-related events. Once the Officers’ travel is confirmed, Officers must **not** change travel arrangements except in cases of emergency, and then only at the approval of their Headquarters contact.

• International Officers must include their Headquarters contact in all conference calls in which all Officers are participating in order to promote a climate for effective and open communication.

• International Officers must submit all Regional Meeting Reports and Expense Reports to the Headquarters contact in a timely manner.

• International Officers must send their Headquarters contact courtesy copies of all official correspondence e-mailed or postal mailed to regional officers, regional coordinators and other Society constituents.

• International Officers must **not** solicit invitations to attend Society-related events.

• International Officers must direct all invitations to attend chapter or regional events to their Headquarters contact. Officers must **not** accept invitations to attend Society-related events without prior consultation and approval from their Headquarters contact.

• International Officers must **not** schedule meetings or activities with Phi Theta Kappa chapters or regions without advance consultation with their Headquarters contact. Headquarters establishes each Officer’s participation in Society-related events. Officers must **not** attend Society-related events that Headquarters has not assigned and/or approved for them to attend, even if the Officer is willing to cover expenses associated with attending the events.

• International Officers must **not** rely on their advisor, administrative assistant or relatives to correspond with Headquarters. Officers are responsible for personally fulfilling all responsibilities. International Officers must personally complete their Regional Meeting Reports, Regional Expense Reports and all other assignments.

• International Officers must **not** make personal transactions on their Phi Theta Kappa business credit card.

• International Officers must plan ahead for speaking engagements and should not request that Headquarters staff ship materials and supplies to them for overnight or rush delivery.

• International Officers must understand that policies and procedures regarding Officers vary from year to year depending on the Society’s budget, resources and priorities. Privileges, requirements or responsibilities of previous International Officers may not necessarily be applicable to the current International Officers.
GENERAL CAMPAIGN RULES

The campaign for International Office is intended to be an enjoyable, educational and rewarding experience for every candidate. The following rules have been established to ensure this. Any questions should be directed to Headquarters (HQ) Staff Members Jennifer Stanford or Dr. Blake Ellis.

1. A Phi Theta Kappa member may be a candidate for International Office only once (as stated in Chapter X, Section 1 of the Society’s International Constitution and Bylaws).

2. Candidates under the age of 18 must have a college-approved chaperone to travel with them to PTK Catalyst and, if elected, on all HQ-approved International Officer trips. HQ only pays the official travel expenses of International Officers. The travel expenses for the chaperone are not covered.

3. Elected International Officers are required to be enrolled in a college credential/degree program at the college where they are a PTK member during the one-year term in office. Headquarters recommends International Officers complete at least six credit hours in each of at least two semesters/quarters at their college during the one-year term in office.

4. Members who are dually enrolled in associate degree and bachelor’s degree coursework are eligible to campaign and hold International Office. Candidates and International Officers are strongly encouraged to take most of their coursework at the college where they are a PTK Member. Members who are dually-enrolled in high school and college are eligible (see Rule #2).

   Please note International Officers who have already taken courses at a university may not have as many transfer scholarship opportunities due to scholarship provider eligibility standards.

4. Phi Theta Kappa reserves the right to extend the application deadline if a race is uncontested.

5. Candidates may NOT move their application to another office after the application deadline unless a race is uncontested.

6. Although it is not a Headquarters requirement, candidates may appoint a campaign manager to assist them in preparing for the International Officer Campaign. If one is appointed, he/she

   - must be an active member of Phi Theta Kappa (enrolled in college with an active chapter)
   - may only serve once as a campaign manager
   - may not be an alumni member or former International Officer; however, alumni and former International Officers may support the candidate as a member of the campaign team.

7. Chapter advisors and Regional Coordinators may NOT serve on a campaign team. They may provide guidance and support behind-the-scenes, but they are restricted from wearing campaign costumes, distributing campaign literature, and staffing the campaign booth.

PHI THETA KAPPA REGIONS

1. Regional primaries are prohibited. If a region has more than one candidate seeking the same International Office, the region may NOT hold a contest to determine which one will proceed to the Annual Convention.

2. Regions are allowed to feature information about International Officer candidate(s) from their region on their website and/or in their newsletter.
3. Candidates for International Office may give a brief speech at their spring regional convention as long as each candidate from the region is given equal time. Please check with your Regional Coordinator regarding any regional policies governing candidates’ speeches.

4. Any member considering a campaign for International Office is STRONGLY DISCOURAGED from attending regional meetings outside his/her region. Traveling to other regions can be costly, and it is Headquarters’ intention to prevent the campaign from becoming cost-prohibitive.

5. Any candidate applicant who attends another region’s meeting may NOT be introduced as a candidate and may NOT give a presentation or speech.

6. Please check with your Regional Coordinator to find out if current Regional Officers are restricted from serving on a candidate’s Campaign Team.

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**PTK CATALYST**

1. Candidates for International Office may NOT serve as Convention Flag Bearers during the Convention’s Opening Ceremonies.

2. Candidates are also NOT allowed to serve as Educational Forum presenters at the Annual Convention or perform on stage in a solo or small-group performance.

3. Candidates who are outgoing or incoming Regional Officers may participate with their fellow regional leaders in the Convention’s Opening Ceremonies and/or be recognized on stage for Hallmark Awards, Scholarships, etc.

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**SOCIAL MEDIA/ONLINE COMMUNICATIONS**

1. By late February 2020, a Headquarters Representative may set up an online platform (such as Facebook) exclusively for 2020 International Officer Candidates to help candidates communicate with each other. Headquarters will also host campaign-related videoconferences.

2. By mid-March 2020, Phi Theta Kappa Headquarters will post information on all candidates including their introductory videos and questionnaires on the official Phi Theta Kappa Convention website.

**Designated Social Media Campaigning Period**

Since time is very limited at PTK Catalyst, this policy allows candidates to more effectively communicate with Phi Theta Kappa constituents about their campaigns.

Confirmed International Officer Candidates will be allowed to campaign on their personal social media sites ONLY from March 18 - April 4, 2020. Candidates must abide by Phi Theta Kappa’s official Social Media Guidelines as outlined in the Candidate Application.

This means candidates only may post campaign messages on their personal social media accounts during March 18 - April 4, 2020, in a manner worthy of those pursuing the highest student office in Phi Theta Kappa Honor Society.
• Candidates and/or their supporters may NOT send mass emails or printed mailings promoting their candidacy at any time.

• A candidate’s chapter and region may post an announcement about their candidate on their social media and/or website.

**To avoid any confusion about online communication PRIOR TO March 18, candidates and/or their supporters should:**

• Communicate with their campaign team members through email, private messaging and/or a CLOSED social media account or online app (such as a closed/private group page on Facebook, WhatsApp, Slack, Google Chat, etc. that is only available to those serving on a campaign team).

• NOT post messages intended for the campaign team on public social media PRIOR TO March 18.

**FUNDING GUIDELINES**

Phi Theta Kappa attempts to provide a level playing field in terms of available resources so that any member, regardless of the resources and/or size of the chapter or college, has a fair and equitable opportunity to pursue International Office. Data indicates the amount of spending on campaigns is not a predictor of success; in fact, conspicuous spending has been viewed negatively by voting delegates.

Candidates may seek funds to pay for travel, accommodations and promotional materials (according to campaign guidelines). Campaign supporters may be discreetly listed in campaign materials.

**Note: Candidates may NOT seek or receive funding from financial partners of Phi Theta Kappa, including but not limited to four-year colleges/universities and the Society’s corporate partners.**

**Potential Campaign Expenses**

- Design and printing of campaign information piece
- Campaign booth materials
- Shipping copies of information piece and campaign booth materials to the Annual Convention
- Travel, registration fee, food and hotel accommodations for Convention
- Candidate’s business attire for campaign events
- Campaign costumes (optional)
  - If using costumes, **please note no more than 20 campaign costumes are allowed.**

**Ideas for Financial Support**

- Meet with your college president or other appropriate administrator to discuss the opportunity of seeking International Office. It is very important that the college administration understand the significance of the position you are seeking.
- Your college’s public relations office may offer to design your campaign piece and/or have it printed at a discounted rate.
- Many chapters sponsor fundraisers to assist the candidate in traveling to the Annual Convention and/or purchasing other campaign-related items.
- A Phi Theta Kappa Region may also provide financial support to candidates in their region as long as the funds are equally distributed if there is more than one candidate.
Phi Theta Kappa does NOT require college administrations to provide financial support of a candidate for International Office nor for an International Officer. However, many colleges recognize the tremendous public relations asset of having an International Officer represent their college internationally and have provided support to assist them in fulfilling their duties of office. Some ways colleges have supported their International Officers include

- providing office space on campus with a desk and Internet access;
- providing mail and copying resources;
- publicizing the International Officer’s position to campus and community media.

**CAMPAIGN MATERIALS**

1. Candidates may distribute only ONE information piece to attendees at the Annual Convention. No other items may be distributed (including theme-oriented pieces such as buttons, food, rulers, pencils, key chains, stamps, etc.).
   - The piece may be a brochure, newsletter or flier of any size. It CANNOT be printed on envelopes, folders, stickers, fans, bookmarks, bags, etc. It must be an information piece only with no other function.
   - The item should contain the candidate’s name, office he/she is seeking and information about the candidate (e.g., his/her qualifications for International Office, awards received, offices held, etc.).
   - Candidates should refrain from making campaign promises to create new PTK programs/initiatives.
   - Please use recycled paper for printed matter if possible.

2. Each candidate is required to provide a sketch or rough draft of his/her distributable information piece for approval along with the Candidate Application Packet by **Wednesday, February 12, 2020. A final draft of the information piece must be submitted for final approval no later than Wednesday, March 4, 2020.**

3. **DO NOT** print mass quantities of your campaign information piece until you have received FINAL approval from Headquarters via email.

4. Candidates are prohibited from using quotations or statements of endorsement from Phi Theta Kappa HQ staff members, current International Officers, Chapter Advisors, Regional Coordinators, Associate Regional Coordinators, the Board of Directors or Alumni Advisory Board representatives in their campaign materials, including their campaign booth in the Marketplace.
   - Candidates may NOT use photos or images of the Center for Excellence, Headquarters staff members, current International Officers, the Board of Directors or Alumni Advisory Board representatives in any of their campaign materials, including the campaign booth.
   - Photos of Chapter Advisors, Regional Coordinators and Associate Regional Coordinators are acceptable.

5. **DO NOT** use any copyrighted images or slogans based on, or parodies of, commercial advertising in your campaign materials **unless you have explicit written permission from the copyright holder.** Original materials should be used primarily, although you may adapt well-known adages or quotes to fit your campaign.
   - The Phi Theta Kappa Convention logo is also copyrighted and cannot be used by candidates in any campaign materials.
   - Candidates may use the Phi Theta Kappa Key, Crest and Seal on printed/paper materials, but not on any wearables (t-shirts, etc.).
6. The information piece may only be distributed INSIDE the Marketplace when the candidate booth is staffed. When the campaign booth is not staffed, the campaign information piece SHOULD NOT be left in a stack that may be picked up by delegates; the information piece must be secured to the table if left on display while the booth is not staffed.
   o Approximately 500-600 copies of the campaign information piece should be sufficient.
   o A candidate’s campaign materials cannot be placed or distributed from other exhibit tables at PTK Catalyst (such as Chapter Sales tables, Sponsor booths, College booths, etc.)
   o Candidates and/or campaign workers may NOT distribute materials OUTSIDE the Marketplace at any time.
   o During the Candidate Finalists Conversations event on Friday, campaign material may be distributed ONLY from the candidate’s table inside the Marketplace with the campaign manager and candidate.

7. No campaign promotional materials may be posted on hotel or convention center property (walls, doors, ceilings, pillars, windows, light poles, etc.). This policy is strictly enforced to reduce the possibility of liability ramifications resulting from damage to hotel/convention center property.
   o This policy includes the restriction of ALL types of wall posters, since these would greatly detract from the aesthetic appearance of the hotel and convention center.
   o All campaign teams should pick up their brochures left behind by convention attendees.

8. T-shirts and/or campaign costumes worn by the candidate and/or campaign workers are acceptable.
   o No more than 20 campaign workers may wear campaign costumes. This includes campaign buttons, decals, t-shirts, hats, etc.
   o Campaign workers may begin to wear costumes upon arrival at Convention.

CAMPAIGN BOOTH

Each campaign booth consists of

- a 10’ x 10’ pipe-and-draped area
- one table with tablecloth
- two chairs
- sign on the back curtain with candidate’s name and office they’re seeking

The candidate must provide all other supplies. Campaign booth setup is tentatively scheduled from 4:00-6:00 pm on Wednesday, April 1, 2020, in the PTK Catalyst Marketplace. Anyone registered for Catalyst may help in setting up the booth. (A final schedule will be sent to all candidates in March 2020).

1. Candidates may add any booth decorations in good taste, and decoration of the campaign booth is left to the imagination and discretion of the candidates. Campaign booths need not be elaborate.
   o A typical table is six feet long, 30 inches high and 24 inches deep.
   o ALL campaign materials must be kept within the 10’x10’ booth space AND cannot be higher than eight feet.
   o Balloons are NOT allowed.
   o Candidates may bring corkboards, easels or other surfaces on which they can post campaign materials INSIDE their booth area. Please DO NOT place anything in the aisles.

2. A limited number of easels are available for candidates’ use BY REQUEST ONLY. Limit one easel per candidate.
3. Lightweight items may be hung on the Campaign Booth Curtains with S hooks—these items must have grommets to use S hooks. A limited number of S hooks may be requested onsite. To avoid damage fees, please be careful NOT to damage the curtains when hanging items.

4. Due to rigid union regulations and fire codes, candidates are prohibited from using electrical outlets in their booth spaces.
   - It is acceptable to use a battery-operated laptop and/or cell phone in your booth.
   - It is acceptable for battery-operated devices to be used as part of the campaign costume, as long as it does not create excessive noise.

5. Booth spaces will be assigned alphabetically by last name within offices sought (i.e., all presidential candidate booths will be located in the same section. A presidential candidate whose last name begins with “A” would be assigned the first space in the row of presidential candidate booths, and so forth.). In previous years, candidates have been successful regardless of their booth location.

6. Candidates and their campaign teams must respect the booth spaces of other candidates. Do not campaign in front of other candidates’ booths.

7. Candidates may NOT offer any form of “door prizes” or food items at their campaign tables. Only one pre-approved distributable information piece may be given away.

8. To avoid overcrowding, candidates and campaign team members are not allowed to campaign at the entrances to the Marketplace.

9. Candidates should avoid any activity in their booths that could cause traffic flow issues or be too distracting. For example, sponsoring a “Photo Booth” is not allowed. However, having a map/poster for attendees to write or draw on is acceptable. Remember, the primary goal of your booth is for voting delegates to get to know you as a candidate.

10. Candidates are responsible for removing decorations and materials from their campaign tables and for cleaning their assigned table spaces.
   - All candidates’ booth spaces must be cleared by 5:00 pm, Saturday, April 4.
   - Any materials provided by Phi Theta Kappa MUST remain at the booth.

**CANDIDATE CAUCUS**

All candidates are required to participate in the Candidate Caucus on Thursday afternoon, April 2, at the Gaylord Texan. This Caucus is part of the Voting Delegates event tentatively beginning at 1:00 pm which will also include the Candidate Speeches. Candidates will be given final instructions on site.

1. All chapter voting delegates attending PTK Catalyst 2020 are strongly encouraged to attend the Voting Delegate event on Thursday afternoon, April 2. Other Convention attendees may attend if space is available.

2. Each candidate will participate in a brief conversational interview on stage with questions posed by a Phi Theta Kappa-Appointed Moderator. The interview timeframe for each candidate will be determined by the total number of candidates seeking International Office at PTK Catalyst 2020. Most likely, candidates will be given approximately 2-4 minutes.

3. Headquarters Staff and the Moderator will determine questions. Questions will NOT be revealed to candidates prior to the Caucus. There are no right-or-wrong answers to these questions. They are
designed to get to know you as a person/candidate. Just be yourself and answer questions honestly and professionally.

4. Candidates are not allowed to have props or notes during the Caucus.

5. Candidates should dress in professional business attire for the Caucus. Don’t forget your Golden Key membership pin.

CANDIDATE SPEECHES

1. **ALL** candidates will prepare and present a 90-second, research-based speech on the 2020/2021 Honors Study Topic, *To the Seventh Generation: Inheritance and Legacy*. The speeches must address this specific prompt:

   *How do inherited understandings of progress guide the future?*

2. The Candidate Speeches will be delivered at the Voting Delegate event on Thursday afternoon, April 2, at PTK Catalyst. This event is tentatively scheduled to begin at 1:00 pm.

3. This speech MUST NOT be presented as a “campaign speech.” When preparing their Honors Study Topic speeches, candidates should refer to the 2020/2021 Honors Program Guide, the Speech Rubrics and this Fact Sheet. The rubrics will be posted on the Convention website and shared with all Voting Delegates.

4. It is expected the content of the speech will be the work of the candidate. However, candidates are strongly encouraged to seek assistance from fellow members, advisors and instructors in preparing for the Honors Study Topic speech.

5. At least three academic, peer-reviewed sources must be used in researching/writing the speech. Use APA format for citations/bibliography.

6. Candidates must submit a written draft of their Honors Study Topic speech with the bibliography to Jennifer Stanford by email (Microsoft Word OR a PDF attachment) to jennifer.stanford@ptk.org by March 11, 2020. HQ Staff will provide feedback to ensure the speech meets expectations.

7. All Honors Study Topic speeches are limited to 90 seconds and will be strictly timed; time begins with the candidate’s first utterance. After one minute, a candidate will be given a signal that only 30 seconds remain. The microphone will be cut off after 90 seconds. Candidates should remember to allow for audience reactions (applause, laughter, etc.) when practicing the timing of their speeches.

8. Props are allowed on stage; however, additional audio/visual equipment such as PowerPoint, videos or sound equipment is prohibited. A microphone and podium will be provided.

9. Speeches begin with Division I Vice Presidential candidates and conclude with International Presidential candidates.

ELECTION PROCESS

1. One voting delegate will be appointed to represent each chapter in attendance at the Annual Convention. If possible, voting delegates should be reported to Headquarters PRIOR TO Catalyst so that Headquarters may communicate with them prior to arrival.
2. All voting delegates may vote in **all five elections (one International President and four Divisional Vice Presidents)**, **no matter what Division they reside in**.

3. Chapter voting delegates will receive a voting password at Convention to access online voting during designated polling times. Voting delegates may access the online polls using their personal laptops, tablets, WiFi-enabled cellphones, etc. However, for those voting delegates that need access to a computer, one will be provided at the Convention during a designated time.

**Tentative Polling Schedule:**

- Polling begins at 10:00 pm Thursday, April 2, and ends at 9:00 am Friday, April 3. The top two candidates in each race are announced at the Second General Session Friday morning.

- Following the Second General Session, candidate finalists are required to campaign a final time on Friday afternoon, April 3, at their campaign booths in the Marketplace. This will provide a final one-on-one campaign opportunity. Only the candidate finalist and his/her campaign manager may be stationed at the booth.

- During Friday afternoon’s General Session, the candidate finalists will be interviewed on stage by Phi Theta Kappa’s President/CEO Dr. Lynn Tincher-Ladner. Polls re-open for the final election on Friday between 6:00 pm - Saturday 10:00 am.

4. Only active members of active chapters may serve as voting delegates. **Neither alumni members nor chapter advisors may serve as a voting delegate for the chapter.**

5. A candidate may serve as a chapter voting delegate IF the candidate is the ONLY member representative of his/her chapter at the Convention.

6. The polling process is monitored by at least one non-partisan Society constituent (e.g., an alumnus) AND at least one person who is NOT affiliated with Phi Theta Kappa.

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*Phi Theta Kappa is committed to the elimination of unlawful discrimination in connection with all employment relationships, business operations and programs. Discrimination based on gender, family or marital status, race, color, national origin, military or veteran status, economic status, ethnic background, sexual orientation, gender identity, transgender status, genetic information or history, age, disability, political affiliation and cultural and religious backgrounds is prohibited.*

*Membership eligibility is determined by the local chapter in accordance with membership criteria established by the Phi Theta Kappa Constitution and Bylaws.*