

## **Constitution and Bylaws for the APSU PRSSA Chapter**

### **Article 1. Name**

The name of this organization shall be The Austin Peay State University chapter of the Public Relations Student Society of America.

### **Article 2. Objectives**

The objectives of the APSU Chapter shall be :

- A. to encourage the understanding of current theories and procedures in the practice of public relations,
- B. to provide students of public relations an opportunity to become acquainted not only with their peers but with professional practitioners as well, and
- C. to help students adhere to the highest ideals and principals of the practice of public relations and to instill in them a professional attitude.

### **Article 3. Membership**

The Austin Peay State University's Public Relations Student Society of America (APSU PRSSA) adheres to the nondiscrimination policy of the University. The PRSSA does not discriminate on the basis of: race, sex, color, national origin, religion, age, political views, veteran status, sexual orientation, or disability. Any full or part-time student may join the PRSSA, regardless of their major.

### **Article 4. Election Procedures**

**A. Officer Requirements.** All officers must be registered at the University with no less than 8 credit hours and paid members of the PRSSA.

**B. Nominations.** A candidate may be nominated for more than one position. If the candidate does not win the position, he/she may run for another position. All candidates must be official dues-paying members of PRSSA.

**C. Elections.** Election of chapter officers and advisors shall be held before April 15, with those elected assuming office the following June 1 for one calendar year. An officer may run again for the position previously held as long as he/she will be able to fulfill a one-year term.

**D. Resume for Chapter Officers.** Members interested in running for an officer position will complete and submit a Resume for APSU PRSSA Chapter Officers form, indicating those offices for which they would like to be considered.

**E. Procedure for Nominations from the Floor.** The Chapter President will post the procedure for making additional nominations from the floor. Members may nominate an eligible member from the floor with his/her permission by writing in the name of the nominee.

**F. Assigning Committees.** The incoming Chapter President will appoint all chapter members and participants to committees based on student member/ participant preference.

**G. Officer Transition:** The officer transition will occur before the end of the spring semester. Outgoing officers will meet with incoming officers to confer individually.

(1) It will be the outgoing Chapter President's responsibility to see that this procedure is strictly followed and that all officers are present.

(2) It will be the incoming Chapter President's responsibility to schedule and finish any officer transition that has not been completed by a new officer's predecessor.

**H. Voting:** All votes will be determined by the majority. The president has the authority to vote only when a vote is tied.

## Article 5. Financial Standing Rules

**A. Dues.** Members dues are \$48.00; \$38.00 must be received at PRSSA Headquarters no later than November 1 for members joining in the fall and March 1 for members joining midyear.

(1) Dues are for one [1] calendar year following each deadline payment.

(2) Proration of dues is not permitted.

(3) A dues form is sent to each chapter in October and again in February. Specific directions for submission of dues are contained in the dues form.

(4) The Vice President of Membership is responsible for completion of forms.

**B. NSF Check Charges.** A member whose check fails to clear, must pay the bank's late charges within two (2) weeks.

**C. Budget.** A proposed budget must be presented to the executive board by the second executive board meeting.

## Article 6. Offices Serving the APSU PRSSA Chapter

**A. Titles:** The chapter shall elect annually a President, Vice President of Membership, Vice President of Public Relations, Secretary-Treasurer, and Webmaster/Historian.

**B. Duties and Responsibilities:** The duties of the President, Vice President of Membership, Vice President of Public Relations, Secretary-Treasurer and Webmaster/Historian shall be such as usually pertain to the offices they hold. Specific duties and responsibilities of these and other officers elected by this chapter shall be cited accordingly within these bylaws, based on local needs and suggestions provided in the PRSSA Chapter Handbook.

**(1) Chapter President.** The duties of the Chapter President shall include, but not be limited to: all duties as sighted in the PRSSA Chapter Handbook, and:

(a) attend any leadership seminars or caucus that may reflect on the betterment of the chapter;

(b) prepare a annual strategic plan of objectives for the chapter to follow;

(c) participate in or designate someone to attend PRSA general meetings at least once a month for the Nashville PRSA Chapter;

(d) preside over the executive board meetings;

(e) preside over the general chapter meetings with the help of Vice President of Professional Relations;

(f) present the chapter's Presidential Awards at the end of each year; □(g) keep current of university regulations governing organizations on campus;

(h) participate in the induction ceremony of newly inducted members;

(i) prepare a fall, winter, and summer newsletter to keep members updated about PRSSA activities;

(j) meet once a semester with all executive board officers to evaluate progress;

(k) attend and help Treasurer with any financial workshops and/or Allocation requests;

(l) preside over the officer transition period during Spring semester to assure procedure is followed;

(m) appoint replacements for officers who resign or no longer able to serve until the next regular election.

**(2) Vice President of Professional Relations.** The duties of the Vice President of Professional Relations shall include, but not be limited to:

(a) attend any leadership seminars or caucus that may reflect on the betterment of the chapter;

(b) perform all duties of the Chapter President if the president is absent or unable to perform his or her duties;

(c) assist the President in coordinating and directing committee activities and chapter operations and perform such duties as may be delegated by the president;

(d) recommend to the Chapter President goals, objective, plans and programs for the benefit of the chapter;

(e) scheduling of speakers for general meetings;

(f) send letters and thank you notes to professionals that have anything to do with the duties assigned to his/her office;

(g) keep PRSSA informed of any PRSA activity;

(h) attend any PRSA meetings and functions.

**(3) Vice President of Membership.** The duties of the Vice President of Membership shall include, but not be limited to:

(a) attend any leadership seminars or caucus that may reflect on the betterment of the chapter;

(b) perform all duties of the Chapter President if the president and Vice President of Professional Relations are absent or unable to perform the president's duties;

(c) coordinate and carry out effort to recruit, enlist and retain membership;

(d) create a communications plan-goals, objectives, and strategies-to inform members of upcoming events;

- (e) coordinate social activities for general membership;
- (f) publish chapter telephone directory and address book each semester;
- (g) act as an information center for general membership;
- (h) coordinate and disseminate information about PRSA Associate Membership to graduating PRSSA members;
- (i) complete dues forms that are sent to National Headquarters;
- (j) maintain phone list and copies of student profiles: maintain a record of chapter members, including the permanent home address of and in-school address of each.

**(4) Vice President of Public Relations.** The duties of the Vice President of Public Relations shall include, but not be limited to:

- (a) attend any leadership seminars or caucus that may reflect on the betterment of the chapter;
- (b) writing, editing and distributing monthly chapter newsletter while school is in session;
- (c) press releases on accomplishments, meetings and activities to local and national media;
- (d) direct orders for posters, PRSSA stationery, and other printed material available to PRSSA chapters;
- (e) help promote new membership with slide/tape presentation, brochures, flyers and other appropriate aids;
- (f) initiate programs to improve relationships between PRSSA and its campus and community publics;  (g) maintain and keep up-to-date information on the PRSSA bulletin board.

**(5) Treasurer.** The duties of the Treasurer shall include, but not be limited to:

- (a) attend any leadership seminars or caucus that may reflect on the betterment of the chapter;
- (b) provide monthly financial reports to the executive board;
- (c) collect chapter and national dues at the times specified in the PRSSA National and Chapter bylaws and with the assistance of the Chapter President and Vice President of Membership completely and accurately prepare the PRSSA membership form that accompanies national dues when forwarded to PRSSA headquarters;
- (d) create and implement fund-raising projects-preferably ones which do not require start-up money; coordinate and carry out chapter fund-raising efforts;
- (e) work with each officer and committee to establish financial needs; develop a budget and set goals for the year of how much money to raise;
- (f) provide safekeeping for all chapter funds and keep accurate financial records of all campus and external accounts held by this chapter; attend any required meetings by university regulations for obtaining funds from undergraduate senate or any relating university disbursement of funds committees;
- (g) collect fees for any chapter special events and fund raisers; disburse chapter funds with approval of the Faculty Advisor and/or executive board or treasurer's authorization determined by the executive board;
- (h) work with the Chapter President in preparing the annual budget;
- (i) contact President of PRSA Nashville chapter about 1-1 \_ months prior to National Conference.
- (j) contact by letters and e-mail and send thank-you letters to those who contribute;
- (k) help out any committee that may need assistance.

**(6) Recording Secretary.** The duties of the Recording Secretary shall include, but not be limited to:

- (a) attend any leadership seminars or caucus that may reflect on the betterment of the chapter;
- (b) record minutes of all executive board meetings and general meetings and handle the appropriate distribution of these minutes including placing copies on the PRSSA bulletin board for members who cannot attend the meetings and keeping them on a disk for posting on the Web site;
- (c) work with the Webmaster/Historian to make sure all permanent documents are recorded and kept in order for files including updates of the local and national handbook;
- (d) notify PRSSA headquarters and sponsoring PRSA chapters of changes in chapter officers and advisors;
- (e) obtain up-to-date directories from sponsoring PRSA chapters, district and national directories;
- (f) handle all chapter in-house correspondence;
- (g) take attendance at each general and executive meetings;  (h) keep track of the attendance/participation point system;
- (i) distribute and make PRSSA calendar while school is in-session;
- (j) schedule any intramural activities.

**(7) Webmaster/Historian.** The duties of the Webmaster/Historian shall include, but not be limited to:

- (a) attend any leadership seminars or caucus that may reflect on the betterment of the chapter;
- (b) create and maintain an updated and accurate record of chapter minutes, photographs, anniversaries, news clippings and other information to record chapter's history and accomplishments;

- (c) serve as official chapter photographer-acquire pictures at all events and have them developed or posted on Web site;
- (d) create and keep an updated list of past officers, members, alumni, and advisors including updated local and national chapter handbooks; create and maintain an updated list of chapter history;
- (e) help out any committee that may need assistance;
- (f) update the chapter Web site weekly while classes are in session and as needed during breaks which includes: post meeting minutes and messages for message board, update calendar and member directory, encourage alumni to have biographies posted, update participation points and photos;
- (g) conduct semiannual Web site evaluations with officers and members.

### **Article 7. Role of the Faculty Advisor**

The faculty advisor for the APSU PRSSA Chapter is appointed by the Chair of the Department of Communication and Theatre at Austin Peay State University; he or she serves in this role until the APSU PRSSA Chapter is dissolved or the advisor is replaced by action of the Chair of the Department of Communication and Theatre at Austin Peay State University. Faculty Advisor duties and responsibilities include the following:

**A. Supervision.** Supervision of all APSU PRSSA General and Executive Board meetings through such actions as meeting attendance, review of meeting agendas and minutes, and discussions with officers, individuals or groups within the organization's general membership.

**B. Oversight of Finances.** Oversight of all APSU PRSSA finances within the APSU PRSSA student organization account including all monies deposited from fund raising activities, departmental contributions, and other sources.

**A. Counseling Membership.** Counseling of APSU PRSSA officers, Executive Board members, various committees and the general membership at large regarding the public relations profession, leadership and group functions, APSU policies and procedures, and PRSA/PRSSA services, options, and expectations.

**C. Overall Role of Administration.** Administrative duties shall include, but are not limited to, the following:

- (1) supervision of members and officers;
- (2) oversight of finances;
- (3) counseling of members and officers;
- (4) review of all fund raising activities, promotions and publicity, internship options;
- (5) appointment of a president and other officers when the membership fails to schedule and conduct elections per the procedures identified in this Constitution.
- (6) final approval authority for all activities involving ethical standards, PRSA accreditation of the APSU PRSSA Chapter,
- (7) when scarcity of membership exists, inadequate assumption of responsibilities by student officers is demonstrated, insufficient funds are present in the APSU PRSSA Chapter account, the Faculty Advisor in conjunction with the Chair of the Department of Communication and Theatre may dissolve the APSU PRSSA Chapter.

### **Article 8. Rules of Dissolution**

**A. Cause and Procedure.** When scarcity of membership exists, inadequate assumption of responsibilities by student officers is demonstrated, insufficient funds are present in the APSU PRSSA Chapter account, the Faculty Advisor in conjunction with the Chair of the Department of Communication and Theatre may dissolve the APSU PRSSA Chapter.

**B. Monies.** Any monies left in the PRSSA account will be released to the APSU General Scholarship fund by the faculty advisor.

**C. Materials.** Any materials (such as, books, paper, pencils, etc.) in possession PRSSA of the APSU PRSSA Chapter at the time of dissolution will be surrendered to the APSU Public Relations Department.

*Established February 2002*