

**BYLAWS  
OF THE VOLUNTEER CHAPTER  
OF THE  
PUBLIC RELATIONS SOCIETY OF AMERICA, INC.**

REVISED OCTOBER 2003  
REVISED JULY 2000  
REVISED JUNE 1989  
APPROVED AUGUST 1989

**ARTICLE I: NAME**

The name of this non-profit professional organization shall be the Volunteer Chapter of the Public Relations Society of America, Inc.(PRSA).

**ARTICLE II: OBJECTIVES**

In accordance with the objectives of the Public Relations Society of America, the objectives of this chapter shall be:

1. to advance the art and science of public relations, in the public interest;
2. to encourage research, discussion and study of the problems and techniques of the public relations profession;
3. to strengthen and maintain the highest standards of service and ethical conduct by all members of the profession;
4. to exchange ideas and experiences and collect and disseminate information that may enhance or improve the professional knowledge, standards, ethics and standing of the membership; and
5. to promote fraternalism within the profession.

**ARTICLE III:**

Section 1. Eligibility. To be eligible for membership in the Chapter, a person must be a Member in good standing in the national Society. Any such Member of the Society is eligible for membership in the chapter upon payment of Chapter dues.

Section 2. Admission to Membership. Admission to membership in the Society shall be governed by the pertinent provisions of the Bylaws of the Society. Each application for membership in the Society received by the chapter shall be acted upon promptly and sent to the membership office of PRSA Headquarters for review and approval, in accordance with provisions of the Bylaws of the Society.

Section 3. Retirement Status. Any member of the Chapter who has been a member of PRSA (the national organization) in good standing for at least five years and is gainfully employed for less than 50 percent of the time or has retired is eligible for retirement status and may be recommended for such status by the Chapter's Board of Directors in accordance with provisions of the Bylaws of the Society. Members on retirement status shall enjoy all the rights and privileges of membership.

Section 4. Termination of Chapter Membership. Any member who for any reason ceases to be a member of the Society or is dropped from the Society's roll for non-payment of dues shall cease to be a Member of the Chapter and shall be dropped from the Chapter roll.

Section 5. Rights and Privileges of Membership. Subject to the Bylaws of the Society, the right to serve as professional advisor to a PRSSA chapter or as a delegate or alternate delegate to the PRSA Assembly shall be limited to members who are Accredited.

## **ARTICLE IV: DUES**

Section 1. Amount. The amount of Chapter dues shall be fixed by the Chapter's Board of Directors and shall be payable in accordance with Chapter fiscal policies.

Section 2. Nonpayment of Dues. Any member whose Chapter dues are unpaid for three months shall be considered not in good standing and shall not be entitled to vote, hold office, or enjoy other privileges of Chapter membership, provided such member shall have been duly notified. The Treasurer shall promptly notify all members who have been in arrears for a period of three months.

Section 3. Fiscal Year. The fiscal year of the Chapter shall be January 1-December 31.

## **ARTICLE V: BOARD OF DIRECTORS**

Section 1. Composition. The governing body of the Chapter shall be a Board of Directors consisting of the President, President-Elect, Secretary, Treasurer, the immediate past President, the Chapter's Delegate(s) to the PRSA Assembly, the Ethics Officer and three Directors-at-large.

Section 2. Assembly Delegate. The Chapter Assembly Delegate(s) shall serve as the Chapter's representative(s) at meetings of the PRSA Assembly and shall be elected by the chapter membership for a two-year term in accordance with provisions of the Bylaws of the Society. If the chapter's membership number provides for two delegates, then the terms will be staggered.

Section 3. Ethics Officer. One Ethics Officer shall be elected by the Chapter membership to serve a term of three years and until his or her successor is elected and installed.

Section 4. Directors-at-Large. One Director shall be elected each year by the Chapter membership to serve a term of three years beginning the first day of the Chapter fiscal year and until his or her successor is elected and installed. Directors-at-Large will serve staggered three-year terms.

Section 5. Vacancies. In the event of death, resignation, removal, or expulsion of any officer, Director, or Assembly Delegate, the Board of Directors shall elect a successor who shall take office immediately and serve until the next annual election.

Section 6. Removal. Any Director who misses more than three consecutive Board meetings without an excuse acceptable to the Board shall be given a written notice of dismissal by the Chapter President and replaced in accordance with Section 4 above.

Section 7. Board Meetings. The Board of Directors shall meet at such time and place as it may determine or upon call of the President or any three members of the Board of Directors. Notice of any meeting of the Board shall be given to each Director by written notice at least seven days prior to the meeting.

Section 8. A majority of the Board of Directors shall constitute a quorum for meetings of the Board.

## **ARTICLE VI: OFFICERS**

Section 1. Chapter Officers. The officers of the Chapter shall be a President, a President-Elect, a Secretary and a Treasurer. The officers shall be elected by the Chapter membership for a term of one year except for the Treasurer position which will serve a two year term. The officers shall serve their term until their successors are elected and installed. No officer having held an office for two successive terms shall be eligible to succeed himself or herself in that same office.

Section 2. The President. The President shall preside over all meetings of the Chapter and of the Board of Directors. He or she shall appoint all committees with the approval of the Board of Directors and shall be ex-officio member of all committees except the Nominating Committee. He or she shall perform all other duties incident to the office.

Section 3. The President-Elect. The President-Elect shall, in the absence or disability of the President, exercise the powers and perform the duties of the President. He or she also shall assist the President and perform such other duties as shall be prescribed by the Board of Directors and shall serve as Chair of the Program Committee and as ex-officio member of the Nominating Committee.

Section 4. The Secretary. The Secretary shall keep records of all meetings of the Chapter and of the Board of Directors, send copies of such minutes to the Society Headquarters and to the District Chair, issue notices of all meetings, and perform all other duties customarily pertaining to the office. He or she shall maintain or cause to be maintained the roll of membership.

Section 5. The Treasurer. The Treasurer shall receive and deposit all Chapter funds, in the name of the Chapter, in a bank or trust company selected and approved by the Board of Directors; issue receipts and make authorized disbursements by check; prepare the Chapter's budget; make regular financial reports to the Board of Directors; and render an annual financial statement to the Chapter membership. He or she shall perform all other duties incident to the office.

Section 6. Compensation and Reimbursement. No elected board member of the Chapter shall be entitled to any salary or other compensation. The Board of Directors may reimburse elected officers or Assembly Delegate(s) or their alternates for their expenses incurred in connection with the performance of their duties.

## **ARTICLE VII: NOMINATIONS AND ELECTIONS**

Section 1. Nominating Committee. There shall be a Nominating Committee of no less than three members who are Accredited, one of whom has served as a Chapter president, appointed by the President with the approval of the Board of Directors at least 60 days prior to the Annual Meeting of the Chapter. The President-Elect shall be an ex-officio member of the Committee.

Section 2. Nominations. The Nominating Committee shall name qualified nominees for all offices and expiring directorship(s) and shall ensure that each nominee has been contacted and agrees to serve if elected.

Section 3. Notice to Membership. At least 30 days before the Annual Meeting of the Chapter, the Secretary shall mail to all Chapter members the list of nominees prepared by the Nominating Committee.

Section 4. Elections. Officers, Directors, and Assembly Delegates shall be elected at, or by mail ballot in advance of, the Annual Meeting. Election shall be by a majority of the Members in good standing and voting. Balloting in contested election shall be by secret ballot.

## **ARTICLE VIII: COMMITTEES**

Section 1. Standing Committees. In addition to the Nominating Committee, there shall be standing committees on Program, Membership, Accreditation, Student Chapter Liaison, Public Relations and Awards.

Section 2. Special Committees. Special committees may be established and appointed by the President with approval of the Board of Directors.

Section 3. Committee Reports. The chair of each committee shall report its activities regularly to the Board of Directors. All Committee activities shall be subject to approval by the Board of Directors.

## **ARTICLE IX: CHAPTER MEETINGS**

Section 1. Annual Meeting. There shall be an Annual Meeting of the Chapter at such time and place as the Board of Directors may designate. Thirty days' notice of the Annual Meeting must be given to the chapter membership.

Section 2. Regular Meetings. In addition to the Annual Meeting, there shall be regular monthly meetings at least seven times each year at such times and places as may be designated by the Board of Directors.

Section 3. Special Meetings. Special meetings of the Chapter may be called by the President, the Board of Directors, or on written request by 25 percent of the Chapter members, provided at least 10 days' written advance notice has been given to all chapter members.

## **ARTICLE X: AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of the membership present at any meeting, provided such proposed amendments(s) has been approved by the Chapter's Board of Directors, and provided at least 30 days' notice has been given to all members of any proposed amendment(s). Amendments adopted in accordance with the provision become effective only after approval by the Society's National Board of Directors.