

Public Relations Student Society of America California State University, Sacramento
Constitution and Bylaws Voted: Spring 2018

Article I- Name:

The name of this organization is Sacramento State Public Relations Student Society of America.

Article II- Purpose: Section 1 To serve its members by enhancing their knowledge of public relations and

providing access to professional development

Section 2 To serve the public relations profession by helping to develop highly qualified, well prepared future professionals

Section 3 Engage students with businesses and government agencies in the greater Sacramento region, California and the United States to increase program visibility and benefit the community at large

Section 4 Prepare students with skill sets that can be immediately applied to private-sector, government and nonprofit work environments.

Article III- Membership: Section 1 Membership must be comprised of at least 10 currently enrolled Sac State students

Section 2 Only current Sacramento State student members may vote or hold office.

Section 3 Membership must be comprised entirely of Sacramento State students.

A. Affiliate members from other schools may attend meetings, but cannot be dues paying members for the Sacramento State PRSSA Chapter. B. Affiliate members who do not attend Sacramento State may attend meetings, but cannot be dues paying members for the Sacramento State PRSSA Chapter. C. Non-Sac State students cannot vote for or hold an office on PRSSA Sac State Chapter's executive board.

Section 4 Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color disability, national origin, age, or marital status.

Section 5 There will be no hazing

Article IV- Dues and Finance: Section 1 National dues in the amount of \$55 shall be collected from each regular

member each school year. Dues include the National Dues and will be collected in the amount of \$85. Additional chapter dues may apply. A. No late dues will be accepted after the deadline set by treasurer. B. The only member in the organization who may accept dues money is the Director of Finance.

Section 2 The fiscal year of this organization shall be July 1 through June 30.

Section 3 All funds of this organization will be banked with the Associated Students Incorporated.

Article V- Fundraiser: Section 1 All money raised at a fundraiser will go directly toward PRSSA Sacramento State.

Section 2 All money raised at a fundraiser will be kept in the ASI PRSSA bank account. Section 3 There will be no alcohol permitted at fundraisers hosted by PRSSA

Sacramento State without official insurance paperwork.

A. All insurance paperwork will be required to be approved and turned in before the start of the event.

Article VI- Officers/Elections: Section 1 Titles

A. The elected offices of this organization shall be President, Vice President, Editor in Chief, Director of Finance, Networking Director, Outreach Director, Secretary, Digital Director B. Other Chapter officers may be elected or appointed by the executive board to handle needs of chapter.

Section 2 Elections

A. The officers of this organization shall be elected per semester at a general meeting of the active membership.

B. Election of Chapter officers shall be held no later than May 10 during Spring semesters and no later than December 10 during Fall semesters, with those elected assuming office the following semester. C. A majority vote shall be required for elections. If no candidate for an office receives a majority vote, the two candidates receiving the highest number of votes for that vote shall go against each other in a run-off vote. D. Candidates for presidency shall have the option to give a speech up to 3 minutes in length describing their qualifications for office. Other offices have the option to give a speech up to 2 minutes in length. E. Adviser elections are to occur following a majority vote of the executive board to hold an election for a specific adviser position. Following this, a special election will occur for that position open to chapter membership and the position will be elected by a majority vote. F. The election process will be overseen by the professional adviser for PRSSA Sacramento State.

Section 3 Conflict of Interest

A. PRSSA Sacramento State shall remain unbiased on non-PRSSA related issues unless a consensus has reached among the executive board or membership of general meeting. B. PRSSA shall not promote organizations or their products for personal or financial advancement that does not benefit the membership and or community as a whole. C. PRSSA does not endorse any candidate running for election to serve on the PRSSA Executive Board. D. If a current executive board member is running for candidacy, he or she is not permitted to use the resources available to an executive board member to create an unfair advantage over other candidates. E. If any question does arise over the conflict of interest, it shall be brought to the executive board and approved with a majority vote, unless otherwise prohibited by the stipulations of this section.

Section 4 Eligibility

A. Candidates for office shall be members in good standing and shall be available to maintain PRSSA membership for the duration of service. B. Candidates for executive board cannot hold more than one leadership position within the organization, other than any National/Regional position. C. Candidates running for president must have completed a semester on the Executive Board unless that option is unavailable.

Section 5 Term Length

A. Term of office will be one full semester B. Enrollment in a minimum of 6 units at Sacramento State through the term is required while serving office, and must be able to complete their full term.

Section 6 Quorum

A. One third of the dues paying membership of the Chapter shall constitute a quorum. B. A simple majority vote of the quorum is required for election to office.

Section 7 Vacancies

A. A vacancy in any office, other than that of President, shall be filled by appointment by the President with a majority approval of the executive board (while school is in recess) or by special election of the general membership. B. Should the office of President become vacant, the Vice-President shall automatically become President until a special election can be held.

Article VII- Meetings: Section 1 Regular meetings will be held weekly during the academic year.
Section 2 Special meetings will be called by the President and Vice President.

Article VIII- Advisers: Section 1 Faculty Adviser

A. Must be a tenure track faculty member in the Public Relations Concentration of the Communication Studies department, when available. B. Faculty Adviser must have held membership in PRSA for at least 5 years. C. Position must be elected.

Section 2 Professional Adviser

A. Term Length one year (two full semesters). B. Professional Advisers must have five years of experience or hold an Accreditation in Public Relations and be a member of PRSA National or SPRA or SIOC (in the event a PRSA member is unavailable). C. Position must be elected

Article IV- Position Responsibilities: Section 1 President duties:

1. Guide the direction of the chapter by working with executive board. 2. Serve as primary point-of-contact to faculty adviser 3. Preside at all membership and executive board meetings and create meeting agendas 4. Participate in all standing committees 5. Stay in contact with the PRSSA National Committee 6. Maintain and build relationship with PRSA Capital Chapter. 7. Serve as National Assembly Delegate if available 8. Open PRSSA meetings 9. Serve as primary liaison to campus organizations, including Student Organizations and Leadership and ASI. 10. Update PRSSA Handbook and ensure continued usage 11. Reserve general meeting room for the following semester 12. Must attend Nuts and Bolts Seminar

Section 2 Vice President duties:

1. Run PRSSA general meetings. 2. Perform all duties of the Chapter President if the president is absent or unable to perform his or her duties. 3. Assist the president in coordinating and directing committee activities and Chapter operations. 4. Builds and manage a relationship with members of the PRSSA community, the Sacramento PRSA chapter, SPRA and the Sacramento Professional community. 5. Lead the efforts in community outreach, specifically in recruiting speakers and assembling agency tours. 6. Must attend Nuts and Bolts Seminar

Section 3 Director of Finance duties: 1. Accept membership dues. 2. Send chapter dues to PRSSA National. 3. Manage the PRSSA bank account and keep executive board informed of financial status. 4. Preside over fundraising committee. 5. Must attend Nuts and Bolts 6. Maintain relationship with ASI 7. Handles Stoles and T-shirt orders

Section 4 Editor-in-Chief duties:

1. Assist president and vice president in handling e-mail account. 2. Maintain the Sac State PRSSA Newsletter and Blog. 3. Approve member submitted work for Sac State PRSSA Newsletter and/or Blog. 4. Write and submit Chapter News to PRSSA National. 6. Preside over writing committee. 7. Produce or delegate weekly MailChimp PRSSA Updates. 8. Approve all magazine content

Section 5 Digital Director duties:

1. Maintain and manage Sac State PRSSA's social media accounts.

A. Facebook B. Twitter C. LinkedIn D. Instagram 3. Help build and maintain collateral that documents Sac State PRSSA chapter activities through photos and video. 4. Maintain PRSSA display case on fifth floor Mendocino Hall. 5. Participate in or delegate PRSSA National Twitter Chats. 6. Maintain PRSSA logo and style guide to ensure consistent use. 7. Preside over digital committee.

Section 6 Networking Director duties:

1. Hold approximately two to four social events per semester.

A. Build and facilitate networking nights, which are meetings not normally lead by the vice president. 3. Plan semi-annual gala in collaboration with networking committee. 4. Preside over networking committee. 5. Organize a community service event

Section 7 Outreach Director duties:

1. Lead PRSSA's recruitment of new members, including tabling, classroom visits and other necessary duties in the first two weeks of the semester. 2. The Outreach Director will direct classroom visits to high schools and community colleges to inform students about recruitment, meetings, or other important updates. 3. Any recruitment tactics will be lead by Outreach Director 4. Preside over the outreach committee. 5. Attend table lottery

Section 8 Officer Secretary duties:

1. Take minutes at executive board meetings. 2. Maintain and manage Sac State PRSSA's website. 3. Reserve meeting rooms for Executive Board meetings 4. Track attendance and involvement for members 5. Prepare and print all documents prior to general meetings (sign-ups, meeting agendas, powerpoint slide, etc.)

Article X- Resignation, Removal or Termination of Executive Board Membership: Section 1 Resignation

A. Resignation from the executive board must be submitted in writing and received by the President. B. Two weeks notice required

Section 2 Termination

A. An executive board member may be terminated if s/he has record of missing three board meetings or PRSSA general meetings. B. A member must be terminated from the executive board by a 2/3 vote of the remaining Board members.

Article XI- Risk Management: Section 1 Alcohol

A. Any event hosted by PRSSA Sacramento State that includes the sale of alcoholic beverages will require the proper alcohol insurance paperwork to be completed, turned in and approved before the event may occur. B. A PRSSA Sacramento State event for rules pertaining to alcohol shall be defined as an event that PRSSA explicitly planned and are not regularly available to the public at large withholding planning from PRSSA, such as a sporting event or karaoke. C. Any PRSSA Event that has alcohol will have a guest list for people to check in at, and therefore, will not be open to the public.

Section 2 Event Planning

Before any event may be approved, the officer in charge must complete the Event Planning Packet and turn it into the Chapter President for approval by the deadline set.

a. Included with this packet is any necessary insurance paperwork in regards to serving alcohol.

Article XII- Committees: Section 1 Standing Committees

The chapter has the following standing committees: A. Finance Committee B. Writing Committee C. Digital Committee D. Networking Committee E. Outreach Committee

Section 2 Chapter President as a committee member

The chapter president is an ex-officio member, with voice, vote, and veto power, of all standing and special committees. They attend meetings as needed.

Section 3 Committee meetings and accountability

A. Meetings will occur on a regular basis at least every other week after the first PRSSA meeting, as seen fit by the committee chair. B. Members who volunteer to be on the committee will be aware of all responsibilities and will be held accountable by the committee chair to participate fully in activities needed by committee members.

Section 4 Responsibility of standing committees

A. Finance Committee Composition: 1. Director of Finance 2. President 3. Vice President 4. Any member who volunteers Basic Function: To plan and implement the fundraiser(s) for the semester to raise money for the chapter.

B. Writing Committee Composition:

1. Editor-in-Chief 2. Secretary 3. President 4. Any member who volunteers Basic Function: To aid in all aspects that involve writing within the organization, including but not limited to, the newsletter, blog, e-magazine

C. Digital Committee Composition:

1. Digital Director 2. President 3. Any member who volunteers Basic Function: To aid in all aspect within the chapter regarding communications, including but not limited to, all official social media accounts of the organization.

D. Networking Committee Composition:

1. Networking Director 2. President 3. Vice president 4. Any member who volunteers Basic function: To aid in any aspect within the chapter regarding the planning and implementing of networking events and Gala.

E. Outreach Committee Composition:

1. Outreach Director 2. ChapPresident 3. Vice President 4. Any member who volunteers Basic Function: To aid in any aspect within the chapter regarding the outreach efforts, including recruitment and classroom visits.

Article XIII- Branding: Section 1 Logo Usage

A. To implement a new logo, a presentation to the Executive Board must occur with reasons why the logo should be changed and there should be a definition of what the new logo would represent. After there shall be a vote and it must receive a two-third vote in order to instate the new logo.

Article XIV- Bylaw Amendments: Section 1 This constitution may be amended by a two-third vote and Student Organizations & Leadership.
approval.

Section 2 The bylaws may be amended by PRSSA National organization.