

Constitution and Bylaws

ARTICLE I: NAME

The name of this organization shall be the Anthony J. Fulginiti (A.J.F.) Chapter of the Public Relations Student Society of America.

ARTICLE II: OBJECTIVES

The objectives of this chapter shall be to encourage the understanding of current theories and procedures in the practice of public relations, provide students with the opportunity to become acquainted not only with their peers, but with professional practitioners as well, encourage students to adhere to the highest ideals, ethics and principals of the practice of public relations and to instill in them a professional attitude and to provide each member with knowledge of the practices of public relations beyond the college community.

ARTICLE III: MEMBERSHIP

Membership shall comprise undergraduate and/or graduate students, regardless of race, color, creed, gender, sexual preference or national origin, who either are public relations majors or have a serious interest in the public relations field.

ARTICLE IV: OFFICERS

The officers of this chapter shall be president, PRaction president, PRaction executive vice president, two vice presidents of PRaction operations, vice president of special events, vice president of recruitment, vice president of finance, vice president of advocacy, historian/alumni coordinator, public relations director, publications coordinator, general manager, national liaison, local liaison and webmaster. A president-elect will be nominated and elected at the end of each fall semester. Election of officers

and advisors shall be the first order of business at the annual election meeting each year to be held in the spring and the duly elected officers shall assume the duties of office at the start of the following school year. Other chapter officers may be elected to handle local needs. Any officer elected to a position must take an oath stating that he/she has read and understands his/her duties and responsibilities as an executive board member and that these duties will be performed to the best of his/her abilities. Two-thirds of the dues-paying membership of the chapter shall constitute a quorum. A simple majority vote of the quorum is required for election to office. At the end of every member's term in office, his/her binder and all information for that position shall be passed on to the newly elected member.

ARTICLE V: DUTIES OF OFFICERS

President:

- Presides at all membership and executive board meetings
- Appoints all committees; advise committee chairs; advise all members with chapter activities
- Delegates responsibilities of officers and committees
- Directs overall operations of the chapter
- Recommends and establishes goals and objectives for the chapter with the approval of the membership and faculty and professional advisors
- Coordinates the functions of all officers and committees; recommends and directs the execution of policies and procedures, together with the specific programs in the interests of the chapter and with the approval of the membership and advisors
- Assists the vice president of finance in collecting dues and assumes the responsibility for providing accurate information and forwarding dues to PRSSA national headquarters
- [Stays in contact with PRSSA National Committee](#)

President-Elect:

- Elected in November for the remainder of the year to shadow and assist president for a smooth transition into the following year
- Entitled to full executive board memberships and voting rights and privileges
- Responsible for duties as described/designated by the president
- If a current E-board member is elected President-Elect, he/she may continue to serve the previously held position.

- If unable or unwilling to complete the designated term, a resignation letter must be submitted to the president and advisor and the chapter shall elect a successor as soon as practicable

PRaction President:

- Oversees the operation of the entire firm
- Solicits new accounts/clients
- Crafts client proposals, contracts and budgets
- Establishes PRaction’s goals and objectives
- Maintains contact with faculty and professional advisors
- Approves all PRaction work
- Presides over PRaction meetings
- Writes PRaction update column for PRomo and NewsBriefs when needed

PRaction Executive Vice President:

- Oversees accounts as decided by the PRaction president
- Organizes PRaction general meetings
- Organizes training workshops, three per semester
- Records PRaction member attendance and issues warnings
- Tracks PRaction financial records
- Oversees and manages Organ Donor Day (ODD) to be held in the spring

Vice President of PRaction Operations:

- Oversees accounts as decided by the PRaction president
- Collects and maintains member information in a database
- Responsible for keeping track of PRaction minutes and emails them to all PRaction members
- Keeps files of original work produced by all PRaction accounts
- Organizes records from the year to include in award packages

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Vice President of Special Events:

- Organizes induction luncheon/dinner and graduation luncheon/dinner. Includes coordinating all logistics – securing keynote speakers, location, menu choices, coordinating programs, produce invitations, dinner bells, etc.

- Contacts professionals to volunteer as speakers at the general meetings
- Obtains meeting rooms, refreshments, gifts for speakers and introduces speakers at meetings
- Provides speakers with parking passes, directions, etcetera
- Obtains speaker biography sketches and gives to public relations director
- Makes copies of biography sketches
- Maintains and updates speaker list and corresponds with past and present speakers
- Attempts to foster alumni relations through luncheons and other PRSSA events

Vice President of Recruitment & Diversity:

- Recruits and maintains membership
- Creates "new member packets"
- Plans new member meetings each semester
- Writes *Member of the Month* articles
- Maintains the bulletin board
- Maintains an updated phone chain/e-mail list [and member list](#)
- [Encourages students of different race, color, creed, gender, sexual preference, national origin and majors to join PRSSA](#)
- [Acts as the official voice on diversity](#)

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Vice President of Finance:

- Responsible for all chapter finances (Chief Financial Officer)
- Works directly with the chapter president and advisor
- Coordinates, organizes and oversees all fundraising for the chapter
 - Money raised lowers the cost of the National conference in the fall and the National Assembly in the spring
- Keeps accurate records of fundraising activities and submits a financial report monthly
- Collects dues from PRSSA members twice a year
- Plans a budget for each executive board member
- Keeps records of all chapter spending/billing
- Makes weekly/monthly deposits into SGA account(s)
- Oversees PRaction budget

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Vice President of Advocacy/Ethics/Philanthropy:

- Acts as the official voice on ethics for the organization
- Writes and develops publicly released responses on issues that are of interest to the industry, college students or both
- Remains in contact with the national vice president of advocacy
- Responsible for setting up philanthropic events and keeping the Chapter updated on philanthropic opportunities
- Acts as the official voice on ethics for the organization

PRSA/PRSSA Liaison:

- Coordinates activities related to PRSSA on a national level
- Coordinates chapter participation (National Conference, National Assembly, Regional Activities, etcetera)
- Serves as the default National Assembly to voice chapter's concerns, questions and suggestions and vote on the bylaws
- Should be familiar with the bylaws of PRSSA on a national level and with its officers, committees and policies
- Keeps executive board and general membership current on national level opportunities
- Explains the importance/significance of national level
- Maintains strong relationship with national PRSSA, local Chapters and our parent PRSA chapter
- Organizes Chapter mentor nights and agency tours

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<#>Works on joint PRSA/PRSSA projects including the mentor program -
<#>Coordinates activities with our sister PRSSA chapters including regional internship fair -

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General Manager:

- Records minutes for all executive board meetings and general meetings
- E-mails minutes to all members
- Ensures re-chartering each year with SGA
- Compiles internship/scholarship binder
- Purchases necessary supplies for organization
- Keeps attendance records and issues warnings
- Acts as liaison between PRSSA and SGA
- Keeps copies of everything Chapter related for the records

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Public Relations Director:

- Appoints assistant editors to oversee particular sections of *PRomo*
- Develops ideas for articles while keeping in mind the interests of the members
- Discusses and collects relevant articles from public relations professors and practitioners
- Editor of *PRomo*, which includes:
 - Assigning articles and distributing topics to writers
 - Layout, editing, printing and distribution to chapter members, professional advisors and alumni
- Responsible for internal and external chapter media relations
- Performs management counseling functions
- Maintains the bulletin board at the end of the hallway

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<#>Designs, creates, edits and distributes *NewsBriefs* – general meeting newsletter, supplement to *PRomo* -

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- Develops a summary of individual events leading to a year-end report to go in the Chapter President's binder
- Writes and develops publicly released responses on issues that are of interest to the industry, college students or both

Communications Director:

- In charge of writing and sending out Monday Morning Memos- weekly updates sent to faculty in PR department
- Designs, creates, edits and distributes NewsBriefs – general meeting newsletter, supplement to PRomo
- Responsible for all publications produced through PRSSA
- Responsible for Webmaster position (can be someone chosen separately) who:
 - Creates and maintains the Rowan PRSSA Web site content
 - Creates and maintains all Web site needs for Chapter
 - Responds to feedback from the Web site
 - Corresponds with Web site users
- Works with the historian/alumni coordinator to design, edit and print the alumni newsletter, Post-PRSSA

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Historian/Alumni Coordinator:

- Records important events to be used in awards packages
- Designs a tri-fold for Induction/Graduation Luncheon
- Keeps scrapbook of the year's important moments
- Takes pictures at all ceremonies, meetings and social events (If historian cannot attend, he/she may send a delegate)
- Maintains history for PRSA Philadelphia Chapter
- Updates alumni directory
- Informs alumni of chapter activities
- Organizes and plans alumni reunion
- Works with Communications Director to design, edit and print the alumni newsletter, *Post PRSSA*

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 <#>Creates and maintains the Web site layout, design and content
 <#>Maintains communication between the chapter, national webmaster and the Rowan University webmaster
 <#>Responds to feedback from the Web site
 <#>Corresponds with Web site users

ARTICLE VI: FACULTY ADVISOR

At the annual election meeting, the Chapter shall elect for a one year (renewable) period a Faculty Advisor of record, who shall be recognized by national PRSSA as the official faculty representative in and to the Chapter. He/she will also act as the official link between the student Chapter and the Public Relations Society of America. Additional advisors may be elected to support the Chapter and Faculty Advisor of record. The Faculty Advisor of record shall:

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- Set the tone of professionalism for the Chapter, its officers and members.

- [Represent the Chapter in the sponsoring academic department](#)
- [Explain the objectives of PRSSA to other faculty members](#)
- [Encourage active participation between PRSSA and PRSA Chapters](#)

ARTICLE VII: PROFESSIONAL ADVISOR(S)

The chapter, at the annual election meeting, shall elect for a one year (renewable) period one or two Professional Advisors who shall represent the practice rather than the academic.

ARTICLE VIII: SERVICE FEES

Chapter membership is limited to those students who pay an annual service fee which shall be collected by the vice president of finance during each semester of the academic year, and sent, with complete membership roster, to the PRSA Director of Education no later than November 1 and March 1. There shall be no prorating of the service fee for those members joining PRSSA after November 1 or March 1. A chapter service fee may be added to the dues, however it shall not exceed 15 percent of the national dues.

ARTICLE IX: MEETINGS

Section 1. General Meetings: The chapter shall alternate general and PRaction meetings every week while classes are in session. These meetings are open to all interested persons. The chapter president sets the agenda to be discussed. The president may call a special meeting at any time to discuss matters of importance.

Section 2. Executive Board Meetings: The executive board shall meet weekly while classes are in session. All executive board members are required to be in attendance for all scheduled meetings. However, executive board members are permitted two unexcused absences per year. If an executive board member expects an absence, he/she must inform the president and general manager in writing. The validity of an absence is decided by the president. It will be the general manager's job to notify the members of their total absences. A written warning will be issued for the first unexcused

absence to be signed by the president, general manager and the warned member, in order to record that all persons were notified. When a member incurs more than two unexcused absences, the member will undergo a review period. (See article XI for review definition.)

ARTICLE X: EXPECTED PERFORMANCE

All executive board and general members shall be expected to act and represent their chapter in a professional manner at all meetings, conferences and all events sponsored by PRSSA and/or PRSA and its affiliates. All members are required to attend the annual election meeting for executive board members. Executive board meetings are open to all members. However, items discussed at executive board meetings shall not be discussed with non-members and those not in attendance. Only Executive board members may participate and vote. (Absent executive board members will receive the missed information in the minutes.)

ARTICLE XI: REVIEW, REMOVAL AND RESIGNATION FROM CHAPTER OFFICE

Section 1: Review: For the purpose of the constitution and bylaws of the A.J.F. Chapter of PRSSA, the definition of review will consist of:

A written statement defining all infractions of the bylaws and constitution to be signed by the president and the member in violation. The general manager must forward a copy of all written procedures involving the member, from this point on, to the president, faculty advisor and the member in violation. At the next executive board meeting, the member is given the opportunity to present reasons for the infractions, where the executive board will vote with a two-thirds majority of all executive board members to either remove the member from office, place the member on probation or to dismiss the member from the review charges.

(For the purpose of this constitution and bylaws, probation will be defined as: The obligation to continue the duties of your position with all the privileges of a dues-paying PRSSA executive board member. However, if another infraction occurs by the member on probation, the member shall be subject to a two-thirds majority vote of the executive board for the removal from office at the next scheduled executive board meeting.)

Section 2: Removal: Any chapter officer may be removed by two-thirds majority vote of the executive board during a special meeting with a mandatory attendance held for this purpose. Petition for removal must be submitted to all parties concerned (chapter

president, faculty advisor, member in question) at least one week in advance of a special convocation of the chapter. All parties concerned shall have the opportunity to present their cases. Grounds for removal include violation of the expected performance of a PRSSA member as defined in Article X. Further ground for removal will include dereliction of assigned duties and responsibilities, intentional violation of PRSSA bylaws and/or failure to maintain academic standards as set forth by Rowan University.

Section 3: Resignation: If an executive board member wishes to resign from his/her position, a letter of resignation must be submitted to the chapter president and faculty advisor. Upon resignation, all work and information regarding the position must be returned to the executive board.

In case of removal or resignation, the chapter president and the faculty advisor hold the right to appoint a member to take over the position for the remainder of the term.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a simple majority vote of the membership of the chapter, provided that the amendment shall have been proposed at least one meeting prior to the time of voting. Amendments to the Chapter Constitution and Bylaws, however, shall become effective only upon their approval by the Public Relations Society of America Board of Directors. Such amendments shall conform to the regulations established for chapters of the Public Relations Student Society of America and to the bylaws of the Public Relations Society of America.