



## **PRSSA National Bylaws, Policies and Procedures**

As amended January 2021

### *ARTICLE I. Membership*

Section 1. **Eligibility.** Membership shall be composed of undergraduate and/or graduate students, regardless of age, race, color, creed, sex or national origin, who are either public relations majors or have demonstrated an interest in public relations and other related fields shall be eligible for membership. Only those students enrolled in the college or university to which a PRSSA Chapter charter has been granted shall be eligible for membership. Any student meeting the above criteria shall be entitled to membership in PRSSA. Additional Chapter restrictions must be approved by the PRSSA National Committee.

#### (a) Affiliate Membership

International students enrolled in a college or university outside the United States that has passed CEPR Certification are eligible for affiliate membership. Additional restrictions must be approved by the PRSSA National Committee.

#### (b) Affiliate Program

All students, within the United States and internationally, enrolled in a college or university without a PRSSA Chapter may participate in the PRSSA Affiliate Program. The duration of an Affiliate is one year, with the option to renew. The PRSSA National Committee retains the authority to make benefit changes as necessary.

Section 2. **Dues.** Chapter membership shall be limited to those students who pay annual national and local dues.

#### (a) National Dues —

(i) The amount of national dues shall be determined annually by the PRSSA Assembly with counsel from the National Committee. Chapters must be notified of any proposed change in national dues at least 21 days prior to the Leadership Assembly.

(ii) National dues shall be collected from each member by the Chapter treasurer at the outset of each academic year and sent, with the official form provided by PRSSA headquarters, to the PRSSA Executive Director no later than November 1. On payment of such dues, a student is entitled to one full year's membership, extending from November 1 to October of the following year.

(iii) National dues for students joining the Chapter on or after March 1 may be forwarded by the Chapter treasurer, together with the official form provided by PRSSA Headquarters, to the PRSSA Executive Director in the spring. On payment of such dues, a student is entitled to one full year's membership, extending from March 1 to the last day of February the following year.

(iv) There shall be no prorating of dues.

(b) Chapter Dues — Each student Chapter shall establish its own local initiation fee and dues structure as may be necessary to carry local expenses and to meet local needs.

Section 3. **Rights and Privileges of Membership.** Students who have met the membership requirements and have paid the necessary national and Chapter dues shall be eligible for participation in all PRSSA activities at the national and Chapter levels. This shall include the right to serve as a national officer, provided the member has met additional criteria defined

in Article III Section 5(a), and the right to serve as a Chapter officer, Assembly Delegate, or National Subcommittee member, as well as entitlement to services provided from National Headquarters as described in the Chapter Handbook.

**Section 4. PRSA Associate Membership.** An individual who has received a baccalaureate degree and who is a member of a PRSSA Chapter at the time of graduation shall be eligible for Associate membership in the Public Relations Society of America. The PRSSA National President shall be eligible for PRSA Associate membership during his or her term in office.

(a) Method of election to Associate membership —

(i) Application for PRSA Associate membership shall be made on a form approved by the PRSA Board of Directors.

(ii) Applications for PRSA Associate membership must be made within two years following the date of the applicant's graduation, except for the application of the PRSSA National President.

(iii) PRSA Associate membership may be held for a period not to exceed two years after admission to such membership.

## *ARTICLE II. PRSSA National Committee*

**Section 1. Composition.** The PRSSA National Committee shall be composed of a National President, Immediate Past President and eight Vice Presidents. The Vice Presidents shall be named: Vice President of Brand Engagement, Vice President of Career Services, Vice President of Chapter Development, Vice President of Digital Communications, Vice President of Diversity and Inclusion, Vice President of Events and Fundraising, Vice President of Member Services and the Vice President of Professional Development. The International Conference Director shall be an ex officio, nonvoting member of the National Committee. The PRSSA National Committee shall be counseled by one Professional Adviser, one Faculty Adviser and a PRSA Board Liaison, all of whom are appointed annually by the PRSA Board of Directors. The PRSSA National Committee and its Advisers shall have the counsel and assistance of a PRSSA Executive Director, who shall serve as a full-time staff administrator of the student Society, and who shall be appointed by the CEO of PRSA.

**Section 2. Responsibility and Authority.** The National Committee shall be responsible for managing the business and affairs of the student Society and shall operate within the powers granted to it by the PRSA Board of Directors, the PRSA Bylaws, and the PRSSA Bylaws.

**Section 3. Voting Members.** Voting members (with the exception of provisions in Article II, Section 4 and Article III, Sections 6 and 7) of the National Committee shall be the National President, Immediate Past President and eight Vice Presidents.

**Section 4. PRSSA National Advisers.** One Professional Adviser and one Faculty Adviser shall serve on the PRSSA National Committee as counselors to the student officers and as representatives of their respective counterparts at the Chapter level. PRSA Advisers shall vote on the chartering of new PRSSA Chapters and shall participate as members of ad hoc subcommittees of PRSSA at the request of the National President. Each Adviser of the PRSSA National Committee shall be a Member of PRSA and the Professional Adviser must have earned Accreditation in Public Relations. Recommendations for the appointment of Advisers shall be forwarded to the PRSA Board of Directors by the current committee executive officers.

The PRSA Board of Directors, having full authority for such appointments, shall take the committee officers' recommendations into consideration when appointing the National Advisers who take office June 1.

**Section 5. PRSSA Executive Director.** The PRSSA Executive Director serves as full-time staff administrator of PRSSA National Headquarters. In addition to acting as general adviser to the PRSSA National Committee, the PRSSA Executive Director shall perform all duties normally incident to the position of controller. The PRSSA Executive Director shall also perform all duties normally incident to the office of secretary, maintaining PRSSA national records, conducting general correspondence, coordinating services to the PRSSA membership and performing such additional duties as may be assigned by the PRSSA National Committee or by the PRSA Board of Directors.

**Section 6. PRSA Board Liaison.** The PRSA Board Liaison shall serve on the PRSSA National Committee as an ex officio member and as a representative of the PRSA Board of Directors. The Board Liaison shall represent PRSSA interests at all PRSA Board meetings, advise and counsel PRSSA on the policies and procedures of PRSA, and assist in promoting interaction between PRSA and PRSSA.

**Section 7. Meetings.**

(a) Time and location — The time and location of PRSSA National Committee meetings shall be determined by the National President with the approval of the National Committee.

(b) Travel expenses — Members of the National Committee shall be reimbursed for travel expenses incurred when attending National Committee meetings in amounts determined each year by the National Committee at its first annual meeting.

(c) Agenda — The preparation of the agenda for National Committee meetings shall be the responsibility of the National President. It shall be distributed to National Committee members at least ten days before the meeting. Items to be placed on the agenda shall be submitted to the National President at least three weeks in advance of the meeting. Student members of the National Committee shall be eligible for re-election to the National Committee, provided that they continue to fulfill the duties and responsibilities of their office.

(d) Procedure — The National President shall be responsible for the procedure of National Committee meetings.

(e) Quorum — Two thirds of the voting members of the National Committee shall constitute a quorum.

(f) Recording Secretary — A Recording Secretary shall be designated by the National President for each National Committee meeting.

(g) Closed meetings — All meetings of the PRSSA National Committee shall be closed to nonmembers of the National Committee. Special permission to attend National Committee meetings may be granted by the National President.

**Section 8. New Officer Orientation.** Members of the current National Committee shall annually meet with the newly elected National Committee members during the PRSSA Leadership Assembly to orient new officers.

### *ARTICLE III. National Officers*

Section 1. **Officers.** Officers of the PRSSA National Committee shall be the National President, Immediate Past President and eight Vice Presidents.

Section 2. **Terms in Office.** Each of the national officers, except the Immediate Past President, shall be elected by student Delegates at the annual PRSSA Leadership Assembly meeting to serve for a period of one year, beginning June 1 following the election. The Immediate Past President shall be a member of the National Committee for a term of one year after having served as President. Student members of the National Committee shall be eligible for reelection to the National Committee, provided that they continue to fulfill the duties and responsibilities of their office.

Section 3. **Ineligibility.** A student elected to office on the National Committee shall not be eligible to hold another office simultaneously at the Chapter level.

#### **Section 4. Duties and Responsibilities.**

(a) National President — The PRSSA National President shall act as the principal administrative officer of the PRSSA National Committee; serve as liaison with PRSSA Advisers, the PRSSA Executive Director, and the PRSA Board of Directors; organize the agenda and program of the annual National Committee meetings and PRSSA Leadership Assembly meetings; supervise the PRSSA International Conference; organize and supervise PRSSA National Subcommittees; regulate Chapter probation and charter revocation; advise and instruct National Committee members on policies and procedures of the student Society; and administer PRSSA Chapter and member award programs. The National President shall be an Associate member of PRSA while in office and shall serve as the official Delegate of PRSSA to the PRSA Assembly.

(b) Immediate Past President — The Immediate Past President shall function as an adviser to the National President and work on special projects, such as the PRSSA/PRSA relationship and PRSA Associate membership. The Immediate Past President shall perform all duties of the National President if the President is absent or unable to perform his or her duties.

(c) Vice President of Brand Engagement — Responsibilities include, but are not limited to, media outreach and managing the national blog, Progressions.

(d) Vice President of Career Services — Responsibilities include, but are not limited to, developing and promoting national internship and job directories, services and programs.

(e) Vice President of Chapter Development — Responsibilities include, but are not limited to, programming and leadership training.

(f) Vice President of Digital Communication — Responsibilities include, but are not limited to, promoting and managing PRSSA digital communication activities to internal and external publics.

(g) Vice President of Diversity and Inclusion — Responsibilities include, but are not limited to, overseeing diversity & inclusion and globalization initiatives.

(h) Vice President of Events and Fundraising — Responsibilities include, but are not limited to, coordinating and supporting activities such as District Conferences, cross-Chapter interaction and Chapter fundraising

(i) Vice President of Member Services – Responsibilities include, but are not limited to, assisting Chapters in membership recruitment and to promote scholarships, awards and competitions.

(j) Vice President of Professional Development – Responsibilities include but are not limited to, promoting and managing programs that facilitate the growth and development of student-run PR firms and the Ethics Initiative.

#### Section 5. **Elections.**

(a) Eligibility – Candidates for national offices shall be members in good standing and shall be available to maintain PRSSA membership for the duration of service on the National Committee, as well as be enrolled full time in school at least through the fall term while serving on the Committee. Candidates for the National Presidency shall have served on the National Committee for at least seven months. If not more than one candidate for the National Presidency has served on the National Committee for seven months, the candidacy shall be open to all PRSSA members who meet all other requirements stated above.

(b) Nomination procedure – The nominations for national office shall be submitted to PRSSA National Headquarters on the official form provided at the appropriate time by the PRSSA Executive Director.

(c) Time and location – The election of national officers shall take place annually during the PRSSA Leadership Assembly meeting.

(d) Rules and procedures – National officers shall be elected by Delegates to the PRSSA Leadership Assembly. Elections shall be held under a majority election system. The PRSSA Election Eligibility and Rules Subcommittee of the National Committee shall determine and enforce all other rules and procedures and shall tabulate the results of the election. Disqualification for misconduct or rules violation shall be determined by this Subcommittee.

(e) Installation of new officers – New officers shall be installed at a time designated by the National President during the PRSSA Leadership Assembly meeting.

Section 6. **Removal from Office.** Any officer of the PRSSA National Committee may be removed for cause by a two thirds vote of the entire National Committee, including PRSSA Advisers and the charged officer, during a special meeting of the National Committee for that purpose. If such a meeting of the Committee is not possible, the case shall be discussed and voted on through a conference call of the National Committee administered by the PRSSA Executive Director. Petition for removal must be submitted to all parties concerned at least three weeks before the outset of the official deliberations of the National Committee. All parties concerned shall have the opportunity to present their cases to the National Committee. Grounds for removal shall be misconduct so as to bring discredit to PRSSA or PRSA, dereliction of assigned duties and responsibilities, intentional violation of PRSSA Bylaws, failure to maintain academic standards acceptable to the individual's college or university, and/or expulsion from a PRSSA Chapter for the same reasons. Proceedings of the National Committee in such cases shall be confidential.

Section 7. **Vacancies.** Vacancies occurring in the offices of National President, Immediate Past President or the eight Vice Presidents shall be filled by a qualified PRSSA member elected by a majority vote of the entire National Committee within 15 days after such vacancy occurs.

The PRSSA Executive Director shall appoint a member of the National Committee to conduct these proceedings.

**Section 8. Other Officers.** The National President shall have the right to appoint additional national officers to coordinate special projects or to chair National Subcommittees. These appointments must be approved by the National Committee.

(a) Such appointed national officers shall serve for a maximum one year period. They shall be considered ex officio members of the National Committee.

#### *ARTICLE IV. National Subcommittees*

**Section 1. Purpose.** PRSSA National Subcommittees shall be formed from the PRSSA National Committee to appropriately conduct the affairs of the Society and to develop special programs of benefit to PRSSA and its members.

**Section 2. Members.** The National Subcommittees shall be composed of members of the PRSSA National Committee. Other PRSSA and PRSA members may be appointed to these Subcommittees by the PRSSA National President. Each Subcommittee Chair, if a member of PRSSA or an Associate member of PRSA, shall be an ex officio, non voting Delegate to the PRSSA Leadership Assembly and shall be eligible for the same privileges granted to elected Chapter Delegates.

**Section 3. Governance.** The PRSSA National President shall be responsible for establishing and governing the National Subcommittees, with advice and counsel from the PRSSA National Committee, and shall serve as an ex officio member of each.

#### *ARTICLE V. PRSSA Leadership Assembly*

**Section 1. Powers and Authority.** The PRSSA Assembly shall serve as the governing body of PRSSA. It shall have the authority to amend National Bylaws and to elect national officers annually. Bylaw amendments ratified by the PRSSA Assembly, and approved by the PRSA National Board, shall be acted on by the PRSSA National Committee.

**Section 2. Composition.** The PRSSA Assembly shall be composed of the student members of the PRSSA National Committee, National Subcommittee Chairs, and one elected Delegate from each active PRSSA Chapter.

**Section 3. Time and Location.** The annual meeting of the PRSSA Leadership Assembly shall be held in the spring of each year; the exact time and central location shall be determined by the National President.

**Section 4. Election of Assembly Delegates.** Each Chapter Assembly Delegate shall be elected annually by a majority vote of the members of the Chapter that he or she shall be representing. To be eligible, Delegates must be members in good standing of the Chapter and have a thorough knowledge of the student Society and its National Bylaws. Election of Chapter Delegates must occur at least one month prior to the Assembly meeting, and formal notification must be submitted to PRSSA National Headquarters at a time designated by the PRSSA Executive Director.

Section 5. **Alternates.** Each Chapter shall also elect an alternate Assembly Delegate to represent the Chapter at the PRSSA Leadership Assembly meeting in the absence or disqualification of the official Delegate. The Alternate shall be elected at the same time as the Delegate. The PRSSA Executive Director must be notified immediately if it is determined before the Leadership Assembly that the Alternate shall be replacing the Delegate in the Assembly. If the Alternate replaces the Delegate after the commencement of the Leadership Assembly, the PRSSA National President must be notified immediately.

Section 6. **Delegate Financial Assistance.** To the extent that funds are available, each Assembly Delegate shall receive financial assistance for travel expenses in amounts determined annually by the PRSSA National Committee. If the duly elected Alternate replaces the official Delegate, he or she shall be eligible for the same privileges.

Section 7. **Disqualification.** Delegates who do not attend the Assembly meeting, or who do not responsibly fulfill their duties as Chapter Delegates, shall forfeit their financial assistance from PRSSA. Chapters shall be held responsible for the conduct of their Delegates. Delegates guilty of misconduct may be disqualified by a majority vote of either the sponsoring Chapter or the Leadership Assembly. In this event, the Alternate shall serve as the replacement for the Delegate.

Section 8. **Regulations.** The National President shall preside at all meetings of the Leadership Assembly. Parliamentary procedures shall be adhered to during the Assembly, as specified in the PRSSA Leadership Assembly procedures manual. All voting members must be present at Leadership Assembly; proxy voting shall not be permitted.

Section 9. **Agenda.** The agenda for the Leadership Assembly shall be prepared by the National President and distributed to all Assembly Delegates at least 10 days prior to the Leadership Assembly meeting.

Section 10. **Voting Procedures.** Voting members of the Leadership Assembly shall include elected student members of the National Committee and all Assembly Delegates, except Subcommittee Chairs who shall serve as ex officio members. The presiding officer shall vote only in the case of a tie.

Section 11. **Quorum.** Delegates of one-third of all PRSSA Chapters in good standing shall constitute a quorum at all meetings.

Section 12. **State of the Society.** A State of the Society Report on the Society's major activities prior to the Assembly shall be delivered by the National President at the Annual Assembly.

#### *ARTICLE VI. International Conference*

Section I. **Purpose.** The annual PRSSA International Conference shall serve as an opportunity for all members of the student Society to meet in a designated location to increase their knowledge of public relations and PRSSA and to conduct the annual business of the student Society. The International Conference shall also provide PRSSA members with an atmosphere conducive to contact with public relations professionals, educators and fellow students.

Section 2. **Date and Location.** The PRSSA International Conference shall be held in conjunction with the annual International Conference of the Public Relations Society of America, which is held at a site selected by the PRSA Board of Directors.

Section 3. **Conference Director.**

(a) The National President shall, after reviewing Chapter bids and presentations, and with the approval of the National Committee, annually appoint a PRSSA Chapter to plan, coordinate and conduct the PRSSA International Conference. The selected Chapter shall appoint a Conference Director, provided that this appointment is approved by a majority vote of the PRSSA National Committee. The National President shall serve as adviser of the PRSSA International Conference.

(ii) Pending annual approval of the PRSA Board of Directors, the appointed Conference Director may be reimbursed by PRSA for travel expenses incurred while attending PRSA Conference Committee meetings.

(iii) If, after reviewing Chapter bids and presentations, the National Committee determines that none is adequate, the National Committee shall assume responsibility for the coordination of the International Conference.

Section 4. **Conference Fees.** The registration fee to be charged each PRSSA member shall be determined annually by the student Chapter or committee responsible for the Conference.

Section 5. **Agenda.** The PRSSA Conference agenda shall be determined by the student planning committee or Chapter with guidance and suggestions from the PRSSA National Committee.

Section 6. **Annual Business.** Annual business on the agenda for the International Conference shall include national awards presentations, National Committee meetings, and special sessions requested by the PRSSA National President or Executive Director.

*ARTICLE VII. PRSSA Publication*

*Leadership Assembly*

Section 1. **Progressions.** *Progressions* shall serve as the official blog of PRSSA. The number of posts published annually shall be determined by the Vice President of Brand Engagement, subject to the approval of the PRSSA National Committee. *Progressions* shall be designed to inform PRSSA members of current issues in the student Society, PRSA and the public relations profession.

Section 2. **Chapter Handbook.** The official PRSSA Chapter Handbook, compiled by the PRSSA National Committee, shall be distributed periodically by the PRSSA Executive Director to active PRSSA Chapters and sponsoring PRSA Chapters. The Handbook shall be the official Chapter guidebook and shall include information, suggestions and procedural guidance for student Chapters, their officers, advisers, and sponsoring PRSA Chapter members. The Chapter Handbook will also contain a complete mailing list of addresses for each PRSSA Chapter in the nation.

Section 3. **Other Publications.** The PRSSA National Committee may authorize additional publications to meet the needs of the student Society.

### *ARTICLE VIII. Annual PRSSA Activities*

Section 1. **Description.** PRSSA shall annually sponsor for its members various national programs and activities which appropriately fulfill and/or accomplish the Society's official "Statement of Purpose." These annual activities may be co sponsored by PRSA or other organizations, associations, corporations or firms. Programs for annual consideration shall include, but not be limited to, a national awards program for outstanding Chapters, the J. Carroll Bateman Case Study Competition, national campaigns, and annual graduate and undergraduate scholarship programs.

Section 2. **Responsibility.** The PRSSA National Committee, in conjunction with the PRSSA Executive Director and, when applicable, the activity's co sponsor, shall be responsible for planning and coordinating the annual activities of the Society.

### *ARTICLE IX. Chapter Application*

#### Section 1. **Eligibility.**

(a) Institutional — Colleges and universities where PRSSA Chapters may be established are limited to those located within United States territory which offer baccalaureate degrees and a sequence of at least five courses in public relations, supplemented by additional courses allied to this field of study. Such colleges or universities must be accredited by a nationally or regionally recognized accrediting association or board. The PRSA Educational Affairs Committee is authorized to consult with and assist colleges and universities in meeting this standard.

(b) Students — The minimum number of eligible students required for establishing a student Chapter is ten, at least one of whom must have satisfactorily completed a public relations course. The remaining students shall either make a written affirmation that they plan to major in public relations or shall demonstrate their interest in public relations by enrolling in at least one course in the subject. All students must be currently enrolled in the college or university applying for the charter. At least eight of the eligible students must be at or below the junior undergraduate level.

(c) Faculty Adviser — The teacher nominated by students for Faculty Adviser shall teach at least one of the public relations courses required for the establishment of a Chapter. The Faculty Adviser shall be a Member or Associate Member of PRSA.

(d) Professional Adviser(s) — Petitioning students must nominate one or two Professional Advisers who shall be Members of PRSA, at least one of whom shall be a Member who has at least five (5) years of professional public relations experience or is Accredited in Public Relations, interested in participating in the development of the student Chapter. Professional Advisers must be members in good-standing of the PRSA Chapter sponsoring the Chapter application and may not be Associate Members.

(e) PRSA Chapter sponsorship — Applications for charters must be endorsed by the President of the sponsoring PRSA Chapter. Four additional members of the sponsoring PRSA Chapter must also sign the application as an indication of personal commitment to provide support to the proposed PRSSA Chapter.

Section 2. **Application Procedure.** Students interested in petitioning for a PRSSA charter shall obtain an application form and Chapter Handbook from the PRSSA Executive Director at

National Headquarters. After completing the form, the students shall submit it to the PRSA Chapter with which they wish to affiliate. Following endorsement by the executive board of the PRSA Chapter, the petition shall be promptly returned to the PRSSA Executive Director.

**Section 3. Voting Procedure.** Upon receipt of the completed petition, the PRSSA Executive Director shall submit it to the PRSSA National President, the Immediate Past President, the National Faculty Adviser, the National Professional Adviser, and the PRSA Board Liaison to the PRSSA National Committee for review and recommendation. Four out of the five possible votes are required for approval of a charter application. The petition, along with these recommendations, shall then be presented to, and reviewed and voted upon, by the national PRSA Board of Directors. The PRSSA Executive Director shall immediately notify the petitioning institution and the PRSSA National Committee of the Board's action.

**Section 4. Charter.** When a new student Chapter is approved by the Board, an official charter will be presented to the institution by a PRSA National Officer, or by a PRSA member designated by the President of the sponsoring PRSA Chapter, at a mutually convenient time and place.

**Section 5. Chapter Establishment.** After the charter has been presented to the new Chapter, the members shall establish the Chapter on campus. National dues must be collected from each local PRSSA member and forwarded to the PRSSA Executive Director at National Headquarters at the next dues-paying period. The PRSA Board, after receiving the recommendation of the PRSSA National Committee, shall have the authority to revoke the new charter if the Chapter is not established on campus, unless an extension of time is granted by the Board.

**Section 6. Services.** Following the receipt by the PRSSA Executive Director of national dues, the new Chapter shall be eligible for all the rights, privileges, and services of a PRSSA Chapter, as listed in the PRSSA Chapter Handbook.

#### *ARTICLE X. Delinquent Chapters*

**Section 1. Definition.** A delinquent Chapter shall be defined as a Chapter where one or more of the following circumstances pertain. The Chapter:

- (a) does not have a program that the PRSSA National Committee feels is active, serving the interests of the students, or advancing the objectives of PRSSA and PRSA;
- (b) does not have a minimum membership of ten for two successive dues-paying periods;
- (c) does not submit the annual national dues for its members to the PRSSA Executive Director by the appropriate dues deadline;
- (d) does not meet a minimum of eight (8) periodic meetings per school year; or
- (e) does not sustain the minimum requirements for establishing a Chapter (Article IX, Section 1).

#### **Section 2. Probation.**

- (a) Purpose — Delinquent Chapters shall be placed on probation by the PRSSA National Committee to acknowledge that a problem exists within the Chapter and that assistance may be needed in solving it. A Chapter placed on probation shall continue

to be eligible for the rights and privileges of a PRSSA Chapter, provided that its members have paid the necessary national dues.

(b) **Enforcement** – The PRSSA Executive Director shall notify the delinquent Chapter within two weeks of the National Committee’s decision to place it on probation. Copies of the notification shall be sent to PRSSA National Committee members, the Faculty and Professional Advisers of the delinquent Chapter and the President of the sponsoring PRSA Chapter. The PRSSA Executive Director shall be responsible for officially recording such action.

(c) **Duration** – A Chapter placed on probation shall have one year to correct its charged violation. Once the problem is corrected, the Chapter may be granted its previous status by the PRSSA National Committee.

(d) **Dismissal** – Any Chapter placed on probation which has not corrected the charged violation during the one-year probationary period shall be eligible for dismissal following the normal dismissal procedures outlined in Section (3).

**Section 3. Charter Revocation.** If a delinquent Chapter does not correct its charged violation by the end of the one year probationary period, the PRSSA National Committee shall implement one of two options: they may extend the delinquent Chapter’s probation for another year, or recommend to the PRSA Board of Directors that the Chapter’s charter be revoked. The PRSSA Executive Director shall immediately notify the delinquent Chapter and other appropriate individuals of the National Committee’s recommendations for revocation. The PRSA Board of Directors shall vote on the revocation of the said charter at its first meeting following such notification, based on the information provided by the PRSSA National Committee and, if available, from the delinquent Chapter.

**Section 4. Reinstatement of Charter.** If revocation of a charter should occur, members of the former Chapter may re-petition for a charter when the charged violations are duly corrected.

#### *ARTICLE XI. Geographic Boundaries*

**Section 1. Formation.** The PRSSA National Committee shall have the authority to determine the geographic boundaries for the student Society, pending approval from the PRSA Board of Directors.

#### *ARTICLE XII. Chapters*

**Section 1. Formation.** PRSSA Chapters shall be established only at colleges or universities that meet the necessary requirements and have received a formal charter from the PRSA Board of Directors.

**Section 2. Name.** Each PRSSA Chapter shall officially be known as the “(name of college or university) Chapter of PRSSA,” unless special permission is granted by the PRSA Board of Directors for an alternate title.

**Section 3. Membership.** Chapter membership shall be composed of only those students who meet the requirements for PRSSA membership and have paid the necessary national and Chapter dues. Chapter members also must be enrolled in a course or courses at the college or university to which the Chapter charter was granted. A student may not be a member of more than one PRSSA Chapter simultaneously.

Section 4. **Dues.** Each student Chapter shall establish its own initiation fee and individual dues structure as may be necessary to carry local expenses and shall limit membership to those paying such dues.

Section 5. **Constitution.** Each PRSSA Chapter shall have a Chapter Constitution, which must be approved by the PRSA Board of Directors to become effective. All articles in the Chapter Constitution shall adhere to the PRSSA Bylaws.

Section 6. **Officers.**

(a) Titles — Each Chapter shall elect annually a President, Vice President, Secretary, Treasurer, Historian, Public Relations Officer, Leadership Assembly Delegate, and Alternate Delegate. The offices of Treasurer and Secretary may be combined. In addition, the Assembly Delegate and Alternate may simultaneously hold another office within the Chapter. Other Chapter officers may be elected to handle local needs, based on the rulings set forth in the Chapter's Constitution.

(b) Duties and responsibilities — The duties of the President, Vice President, Secretary, Treasurer (or Secretary Treasurer), Public Relations Director, Historian, Leadership Assembly Delegate, and Alternate shall be such as usually pertain to the offices they hold. Specific duties and responsibilities of these and other officers elected by the Chapter shall be cited accordingly in the Constitution of each Chapter, based on local needs and suggestions provided in the PRSSA Chapter Handbook.

(c) Elections — Election of Chapter officers and advisers shall be held before April 15, with those elected assuming office the following June 1 for one calendar year. One third 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.

(d) Removal from office — Any Chapter officer or adviser may be removed for cause by a two thirds vote of the quorum or a majority of the mail ballot of the entire dues-paying membership. Petition for removal signed by at least 10 percent of the Chapter membership must be submitted to all parties concerned, no less than three weeks in advance of a special meeting called to consider this petition. At this special meeting, all parties concerned shall have the opportunity to present their case. If two-thirds of the dues-paying members are in attendance, they shall constitute a quorum and the vote will be taken. If less than two-thirds of the dues-paying members are in attendance, balloting will be conducted by mail. All ballots must be sent within three business days following the meeting and returned to the faculty adviser within 14 days of the meeting. This ballot shall include statements from all parties concerned. All ballots will be counted by a committee appointed by a majority vote of the Chapter officers. Grounds for removal shall be misconduct to bring discredit to PRSSA or PRSA, dereliction of assigned duties, intentional violation of PRSSA Bylaws, or the Chapter Constitution, and/or failure to maintain acceptable academic standards. Proceedings in such cases shall be confidential. A removed officer shall be replaced by one elected by a majority vote of the Chapter membership.

Section 7. **Faculty Adviser.** Each Chapter shall elect annually a Faculty Adviser who shall be the official faculty representative in and to the Chapter, and who shall act as the official link between the student Chapter and PRSA. To be eligible for election, a Faculty Adviser shall be

a teacher of at least one of the public relations courses required for the establishment of a PRSSA Chapter. Faculty Advisers shall be PRSA Members or Associate Members.

**Section 8. Professional Adviser.** Petitioning students must nominate one or two Professional Advisers who shall be Members of PRSA, at least one of whom shall be a Member who has at least five (5) years of professional public relations experience or is Accredited, interested in participating in the development of the student Chapter. Professional Advisers must be members in good standing of the PRSA Chapter sponsoring the Chapter application and may not be associate members. To facilitate the students' election of Professional Advisers, the officers of the sponsoring PRSA Chapter shall nominate eligible members of their Chapter annually as possible Professional Advisers and submit the names to the student group for ratification. While the PRSSA Chapter is not obliged to choose the submitted nominees, any Professional Advisers elected annually must be a Member of PRSA and must agree to volunteer his or her time for the betterment of the students and the student Chapter. Professional Advisers shall not counsel more than one PRSSA Chapter at the same time.

**Section 9. Meetings.** Each Chapter shall meet at least once during each month that school is in session at a designated location within the campus community.

**Section 10. Services.** Each PRSSA Chapter shall be eligible for services provided by the PRSSA national officers, PRSSA Executive Director, and the PRSA, as specified in the PRSSA Chapter Handbook.

**Section 11. Chapter Activities.** All activities of a PRSSA Chapter must be taken in the name of the Chapter. PRSSA Chapters may not merge with other organizations. No Chapter activity shall impose any liability or obligation upon PRSA. Membership in PRSSA does not confer membership in PRSA, except for the provision in Article I, Section 4.

#### *ARTICLE XIII. PRSSA National Insignia*

**Section 1. Copyright.** The Public Relations Student Society of America name and logotype are copyrighted and may not be altered. Any revisions in the name or logo must be formally approved by the PRSSA Leadership Assembly, the PRSSA National Committee and the PRSA Board of Directors.

**Section 2. National Use.** The design of official Society stationery, certificates, keys, charms, and other insignia or official documents of PRSSA shall be determined by the PRSSA National Committee, in cooperation with the PRSSA Executive Director.

**Section 3. Chapter Use.** Student Chapters shall have the authority to use the unaltered PRSSA name and logotype on local publications, stationery, certificates, documents, and memorabilia. However, the acquiring of pins or other insignia shall not be a requirement for obtaining or maintaining membership in any Chapter of PRSSA.

#### *ARTICLE XIV. PRSSA National Bylaws*

**Section 1. Amendments.** Amendments to these Bylaws may be proposed by (1) the PRSSA National Committee, or (2) a PRSSA Leadership Assembly Delegate, or (3) by majority vote of a PRSSA Chapter, provided that the text of the proposed amendment in all cases is submitted

to the National President 30 days prior to the annual meeting of the PRSSA Assembly and provided that notification of the proposed amendments is given to all Assembly Delegates, Chapter Presidents, and members of the PRSSA National Committee 21-days prior to that meeting. Chapters must be notified of any proposed change in national dues at least 21-days prior to the Leadership Assembly.

Section 2. **Adoption.** An amendment to the National Bylaws so proposed requires a two thirds vote of the Delegates present at the annual meeting of the Leadership Assembly, provided that the number present and voting constitutes a quorum. An amendment thus adopted becomes effective only after having been approved by the PRSA Board of Directors at the first meeting thereof, following the PRSSA Leadership Assembly meeting. An amendment to PRSSA Bylaws must directly coincide with and adhere to the text of the PRSA Bylaws. Amendments made to the PRSA Bylaws affecting the student Society shall be immediately added to the PRSSA Bylaws and shall not require the approval of the PRSSA Leadership Assembly or National Committee to become effective.

Section 3. **Distribution.** The PRSSA Executive Director shall be responsible for incorporating amendments adopted and properly approved into the PRSSA Bylaws on an annual basis. Copies of the current Bylaws shall be distributed annually to each PRSSA Chapter, sponsoring PRSA Chapters, and members of the PRSSA National Committee.