



ANNAPOLIS CHAPTER PENN STATE ALUMNI ASSOCIATION

BY-LAWS UPDATE
SUMMARY OF CHANGES
2023 VOTE TO ADOPT

ARTICLE II: PURPOSE

SECTION 2: EARNINGS

Former By-Laws

No part of the net earnings of the Chapter shall be channeled to/from any member for his/her personal gain. Any earning shall be distributed following a quorum vote of the Board. The treasurer may disburse funds for ordinary operating expenses. Disbursement may not exceed \$300.00. Over this threshold, a quorum Board approval is needed.

Revised By-Laws

No part of the net earnings of the Chapter shall be channeled to/from any member for his/her personal gain. Earnings shall be distributed following a quorum vote of the Board. The treasurer may disburse funds for routine operating expenses. Disbursement may not exceed \$500.00. Over this threshold, a quorum Board approval is needed. A record of all income and disbursements will be provided at each board meeting.

ARTICLE III: MEMBERSHIP

SECTION 1: MEMBERSHIP QUALIFICATIONS

Former By-Laws

The Annapolis Chapter recognizes the following to be eligible for membership:

1. Alumni Member - A dues paying Alumnus of Penn State University.
2. Associate Member - A dues paying Non-Alumnus.
3. Honorary Member - A non-paying individual selected by the Board of Directors based on merit.

To become an Alumni member or an Associate member of this Chapter, an eligible person shall pay either an annual membership fee or purchase a life membership in the Chapter, the terms of each to be established by the Board of Directors.

The following person shall be considered an Alumnus to the Annapolis Chapter:

1. Any person who has completed at least one year of work in any University program;
2. Any person who has received an advanced degree from the University;
3. Any intern, resident or fellow of the University's Milton S. Hershey Medical Center, Dickinson School of Law or Geisinger Medical Center; and
4. Any post-graduate fellow of the University's Colleges.

The following person shall be considered an Associate Member:

1. Any Faculty member, present and past;
2. Any parent of a current undergraduate or graduate student; and
3. Any other loyal friend of the University.

Revised By-Laws

The Penn State Alumni Association (PSAA) recognizes the Annapolis Chapter as an affiliate group. As such, membership in the PSAA entitles members in the Annapolis area to participate in any and all activities sponsored by the Annapolis Chapter and any other group with which a member chooses to have an affiliation.

Eligibility:

To become an Association Member of the PSAA, an eligible person shall pay either an annual membership fee or purchase a life membership, the terms for each of which shall be established from time to time by the Executive Board of PSAA.

Membership Dues:

Dues for membership will be paid directly to the Penn State Alumni Association. The Annapolis Chapter will not charge separate dues for membership.

Event Fees:

The chapter's events and activities shall be open to the entire Penn State community regardless of membership status. The Annapolis Chapter may charge fees for attendance at individual events. These fees do not constitute membership dues in part or whole.

ARTICLE III: MEMBERSHIP

SECTION 2: RIGHTS AND PRIVILEGES OF MEMBERSHIP

Former By-Laws

~~Alumni members of the Chapter shall have the following rights and privileges:~~

- ~~1. To vote in all Chapter elections;~~
- ~~2. To hold elected office or a Board position in the Chapter;~~
- ~~3. To be eligible to receive all official publications; and~~
- ~~4. To participate in Chapter events at "member" rates.~~

~~Associate and Honorary members of the Chapter shall have the following rights and privileges:~~

- ~~1. To vote in all Chapter elections;~~
- ~~2. To participate on Chapter committees;~~
- ~~3. To be eligible to receive all official publications;~~
- ~~4. To participate in Chapter events at "member" rates.~~

~~Associate and Honorary members shall not hold a Board position.~~

Revised By-Laws

Members of the Chapter who have designated Annapolis as their primary affiliation, shall have the following rights and privileges:

1. To vote in Chapter elections;
2. To hold elected office or a Board position in the Chapter; and
3. To be eligible to receive all official publications
4. To participate in Chapter events.

Members of PSAA who have chosen Annapolis as a secondary affiliation shall have the following rights and privileges:

1. To vote in Chapter elections;
2. To participate on Chapter committees;
3. To be eligible to receive all official publications; and
4. To participate in Chapter events, excluding "members-only" events.

ARTICLE III: MEMBERSHIP

SECTION 3: ELECTIONS

Former By-Laws

Elections for the Chapter will take place at the annual chapter meeting. The chairman of the Nominating Committee will present a slate of candidates. Additional nominations will be accepted from the floor. ~~By show of hands or written ballots,~~ members present at the meeting shall elect the following officers by a majority vote:

1. President
2. Vice President
3. Treasurer
4. Secretary

Proxy ballots will not be accepted.

The elected Officers will appoint Committee Chairpersons and additional Board members as necessary.

Revised By-Laws

Elections for the Chapter will take place at the June board meeting. Chapter membership will be notified in advance and invited to attend and participate in the vote. Additional nominations will be accepted from the floor. Members present at the meeting shall elect the following officers by a majority vote:

1. President
2. Vice President
3. Treasurer
4. Secretary

Proxy ballots will not be accepted.

Committee Chairpersons are appointed by the Board and must be a member of the Chapter. Board members are encouraged to attract and recruit new board membership.

ARTICLE IV: BOARD OF DIRECTORS

SECTION 1: BOARD OF DIRECTORS

Former By-Laws

All Officers and Board members must ~~hold Alumni membership in the Chapter and~~ in the Penn State Alumni Association.

The Board of Directors shall consist of the elected officers of the Chapter, Committee Chairpersons and any other member deemed necessary. Executive decisions must be approved with a majority vote of a quorum Board; the President not voting unless a tie is present. The total number of Board members shall not exceed 13 members (including the President).

The prior past president may serve as an ex-officio, non-voting member of the Board for a period of one year.

Revised By-Laws

All Officers and Board members must be members of the Penn State Alumni Association.

The Board of Directors shall consist of the elected officers of the Chapter, Committee Chairpersons and other At-Large members. Executive decisions must be approved with a majority vote of a quorum Board; the President will abstain from voting unless a tie is present. The total number of Board members shall not exceed 13 members (including the President).

The prior past president is requested to serve as an ex-officio, non-voting member of the Board for a period of one year, circumstances permitting.

ARTICLE IV: BOARD OF DIRECTORS

SECTION 2: TERM OF OFFICE

SECTION 3: BOARD DISCIPLINE

Former By-Laws

- A. The term of elected officers shall be two years from the beginning of a fiscal year (July 1 through June 30).
- B. The length of service in any one elected office shall not exceed two consecutive terms.
- C. Non-elected members of the Board may not exceed six consecutive years in any one position.
- D. If vacancies occur, the Board by quorum vote may elect new officers or Board members to serve the remainder of the un-expired term.

~~Should any one Board member miss either 3 consecutive meetings or a total of 6 meetings during the course of one fiscal year, he/she shall be dismissed from the Board. The President shall be responsible for sending a written termination notice. If there are extenuating circumstances, the Board may vote to override this ruling.~~

Revised By-Laws

- A. The term of elected officers shall be two years from the beginning of a fiscal year (July 1 through June 30).
- B. The length of service in any one elected office shall not exceed **three** consecutive terms.
- C. If vacancies occur, the Board by quorum vote may elect new officers or Board members to serve the remainder of the unexpired term.

Board members are permitted no more than three (3) consecutive unexcused absences. **An unexcused absence is defined as failure to either attend a meeting or to notify another member of the Board of Directors of the intended absence.** In the event of a member exceeding three (3) consecutive unexcused absences, a vote may be brought to the Board seeking the removal of the absent member from the Board of Directors. A simple majority vote in the affirmative shall result in removal from the Board.

ARTICLE V: RESPONSIBILITIES OF THE BOARD

SECTION 1 (FORMER): DUTIES OF OFFICERS

SECTION 2 (REVISED)

Revised By-Laws

Former By-Laws

The duties of the officers are as follows:

1. President: Shall preside at all meetings, shall be chairperson of the Board of Directors, and shall call all special meetings. The President shall be responsible for communicating all Chapter information, or delegation of same, to the Penn State Alumni Office at University Park, Pennsylvania.
2. Vice President: Shall serve as alternate in case the President is unavailable. This person shall also oversee all Committee Chairpersons, and will serve as chairperson of the By-Laws Committee.
3. Secretary: Shall keep the official minutes of the Chapter and correspond to all members of the Board. ~~He/She shall maintain all documents related to the Chapter, including all pertinent historical materials. Any Chapter or Alumni list obtained may only be used for official Chapter business.~~ The Secretary shall also maintain the record of attendance at all Board meetings.
4. Treasurer: Shall be responsible for receiving and disbursing funds as deemed necessary by the Board. This person shall maintain all bank records to be reviewed by the Board and/or the Audit Committee, and prepare financial reports for the Chapter. ~~He/She shall also coordinate the scholarship fund activity.~~

Should the President be unavailable, the Vice President, Secretary, or Treasurer (in that order) assumes the President's responsibilities.

The duties of the officers are as follows:

- A. The President shall:
 - Preside over at all meetings for ACPSAA
 - Chair the Board of Directors
 - Call special meetings if needed.
 - Liaison between the Chapter and the Penn State Alumni Association at University Park, Pennsylvania.
 - Compile annual report and submit to PSAA
 - Approve communications before distributed to Chapter members
 - Maintain contact with other local chapters as needed
 - Create any position not listed in Article IV with the approval of the board
- B. The Vice President shall:
 - Assist with President responsibilities as appropriate
 - Fulfill any or all duties of the President if s/he is unavailable
 - Serve as chairperson of the By-Laws Committee.
 - Serve as chairperson of the Audit Committee.
- C. The Secretary shall:
 - Record the official minutes of the Chapter and correspond to all members of the Board.
 - Record board member attendance at all Board meetings to ensure the members do not exceed three unexcused consecutive absences.
- D. The Treasurer shall:
 - Receive and disburse funds as deemed necessary by the Board.
 - Provide reimbursement for approved purchases to board members
 - Maintains all bank records and reports to be reviewed by the Board and the Audit Committee.
 - Prepare reports, taxes, and financial statements in accordance with University and federal requirements.

Should the President be unavailable, the Vice President, Secretary, or Treasurer (in that order) assumes the President's responsibilities.

ARTICLE V: RESPONSIBILITIES OF THE BOARD

SECTION 1 (FORMER): DUTIES OF OFFICERS

SECTION 2 (REVISED)

Former By-Laws

Revised By-Laws

Not covered

The duties of the directors are as follows:

- A. The Historian shall:
 - Maintain a record related to all chapter events including all pertinent information (including photographs) needed for each event held by ACPSSAA
 - Facilitate committee chairpersons submitting activity summary sheets for each event
- B. The Director of Membership and Member Relations shall
 - Oversee all Membership and Member Relations activities
 - Maintain chapter and alumni list to be used for Chapter business
 - Liaison between the local students and their families to promote awareness of the chapter
 - Organize student send-off for incoming First Year students
- C. The Director of Communications shall
 - Oversee all Media and Communication activities
 - Compile triannual newsletter and submit to the Board for feedback
 - Manage all Social Media accounts
 - Oversee the Chapter website
- D. The Director of Community Service shall
 - Oversee all Community Service activities
 - Coordinate volunteer projects/opportunities on behalf of the Chapter
- E. The Director of Scholarship and Student Relations shall
 - Oversee all Scholarship Committee activities
 - Liaison between ACPSSAA and Penn State University regarding students eligible for ACPSSAA scholarship
 - Communicate with eligible students via email regarding application process for scholarship selection
- F. The Director of Social Events shall
 - Oversee all Social Events and activities
 - Facilitate the logistics of social events
 - Collaborate with the board on various events such as Happy Hours, Watch Parties, etc.
 - Coordinate new or diverse social events for the chapter
 - Communicate with local vendors to maintain good relationships

ARTICLE V: RESPONSIBILITIES OF THE BOARD

SECTION 2 (FORMER): DUTIES OF THE BOARD

SECTION 1 (REVISED)

Former By-Laws

- A. The Board is the legislature of the Chapter and is empowered to establish local policy, consistent with the program set forth by the Penn State Alumni Association.
 - 1. The Board shall meet on a regular basis. The location and time of regular Board meetings shall be discussed and agreed upon by the Board. The Board shall hold a minimum of four meetings each year.
 - 2. Special meetings may be called:
 - a. By the President at his/her discretion.
 - ~~b. Upon petition to the President, bearing the signature of at least one-third of the voting members of the Board. The petition shall state the specific purpose for holding such a meeting. The President shall call this meeting within 7 days and shall hold such a meeting within 14 days of receipt of the petition.~~
- D. Voting members of the Board shall attend all meetings of the Board. It is the responsibility of each Board member to stay current on regular Board meeting locations, or in the case of absence from a meeting, confirm future Board meeting locations with the Secretary or another Officer.
- E. Voting members of the Board shall serve on at least one standing committee of the Chapter.
- F. Members of the Board shall represent a positive image of the Chapter and the University in the community.
- G. The Board may establish Advisory Committee(s) to advise the Board of Directors and Officers. Members of an Advisory Committee shall be Chapter members and shall have no governing responsibility; and are considered as non-voting Board members when Executive decisions are voted. ~~Advisory Committee Members are encouraged to attend Board meetings, unless otherwise advised by the Advisory Committee Chairman.~~

Revised By-Laws

- A. The Board is the legislature of the Chapter and is empowered to establish local policy, consistent with the program set forth by the Penn State Alumni Association.
- B. The Board shall meet on a regular basis. The location and time of regular Board meetings shall be discussed and agreed upon by the Board. The Board shall hold a minimum of six meetings each year.
- C. Special voting/meetings may be called:
 - 1. By the President at his/her discretion.
 - 2. If an issue or concern arises that requires board member input or calls for a vote from the board between scheduled meetings, the president can hold a vote via email.
 - 3. If a vote is held via email, two-thirds of the board must vote yes for the voting item to pass.
- D. Voting members of the Board shall attend all meetings of the Board. It is the responsibility of each Board member to stay current on regular Board meeting locations, or in the case of absence from a meeting, confirm future Board meeting locations with the Secretary or another Officer.
- E. Voting members of the Board shall serve on at least one standing committee of the Chapter.
- F. Members of the Board shall represent a positive image of the Chapter and the University in the community.
- G. The Board may establish Special Committee(s) to support the Board of Directors and Officers to fulfill the purpose of the ACPsAA. Members of a Special Committee shall be Chapter members and shall have no governing responsibility; and are considered as non-voting Board members when Executive decisions are voted. Special Committees may be terminated by the Board at the completion of the activity.

ARTICLE V: RESPONSIBILITIES OF THE BOARD

SECTION 3: COMMITTEES AND THEIR FUNCTIONS

Revised By-Laws

Former By-Laws

The committees of the Chapter are as follows:

1. Membership Committee: Shall seek new Chapter members, maintain existing Chapter membership and promote membership within the Penn State Alumni Association.
2. Social Committee: Shall coordinate activities for the Chapter such as social events, sporting events, trips, etc.
3. Media Committee: Shall be responsible for disseminating information related to Chapter events via the Newsletter, the Internet, and/or the local newspaper. The Newsletter Editor is a standing member of this committee.
- ~~4. Nominating Committee: Shall recruit potential Chapter officers.~~
5. Fundraising Committee: Shall coordinate activities to raise funds for the Chapter.
6. Community Service Committee: Shall select and coordinate various Chapter sponsored activities to benefit the community at large.
7. By-Laws Committee: Shall draft, edit and maintain the Chapter's By-Laws. The Vice-President will be chairperson of this committee.
8. Student Relations Committee: Shall encourage and promote the involvement of students and their families in Chapter activities.
9. Audit Committee: Shall be responsible for carrying out an annual audit of the Chapter's financial records. The audit shall be completed within two months following the end of each fiscal year. The committee shall consist of no less than 2 members, as determined by the Chapter president, the Chairperson being a Board member.
10. Scholarship Committee: Shall be responsible for sustaining and implementing the Chapter's established guidelines by which student scholarships are awarded.
11. Advisory Committee(s): Shall support the Chapter's activities by providing information, advice, expertise, skill, knowledge, resources, prestige, etc., to the governing Board of Directors. Advisory Committees may be service, function, and/or task specific and may be terminated by the Board upon completion of activity.

All committees must have no less than two board members. The committees of the Chapter are as follows:

1. Membership Committee shall:
 - Serve as the chapter's primary point of contact for questions related to involvement in the chapter
 - Maintain Chapter membership lists for outreach
 - Promote membership within the Penn State Alumni Association.
2. Social Committee shall:
 - Coordinate activities for the Chapter such as social events, sporting events, trips, etc.
3. Media Committee shall:
 - Disseminating information related to Chapter events via the Newsletter, the Internet, and/or social media. NOTE: The Newsletter Editor is a standing member of this committee.
4. Fundraising Committee shall:
 - Coordinate activities to raise funds for the Chapter.
5. Community Service Committee shall:
 - Select and coordinate various Chapter sponsored activities to benefit the community at large.
6. By-Laws Committee shall:
 - Draft, edit and maintain the Chapter's By-Laws.
 - Review at least every 2 years. NOTE: The Vice-President will be chairperson of this committee.
7. Scholarship and Student Relations Committee shall:
 - Encourage and promote the involvement of students and their families in Chapter activities.
 - Sustain and implement the Chapter's established guidelines by which student scholarships are awarded.
8. Audit Committee shall:
 - Conduct an annual audit of the Chapter's financial records.
 - Be completed within two months following the end of each fiscal year.
 - Consist of no less than 2 members, including the Vice President, the Treasurer and any other designated board member.
9. Special Committee(s) shall:
 - Support the Chapter's activities per the guidelines provided by the Board for ACPSAA.

ARTICLE V: RESPONSIBILITIES OF THE BOARD

SECTION 3: COMMITTEES AND THEIR FUNCTIONS

Former By-Laws

Revised By-Laws

Committees shall operate as follows:

1. A committee may consist of ~~one or~~ more members of the Chapter and shall be called to action as deemed necessary by the Board.
2. The committee Chair is appointed by the Officers and must be a member of the Board.
3. The Chair shall coordinate the activities of the committee to include:
 - a. Soliciting additional members to be on the committee;
 - b. Conducting meetings, as necessary; and
 - c. Reporting committee activity to the Board.
4. A committee shall act within the guidelines established by the Board to carry out its given function(s). If any given committee's activity requires dispersing Chapter funds, membership involvement or interaction, or the pursuit of a new event, idea, or campaign, it will be the Chair's responsibility to acquire advanced Board approval.

Committees shall operate as follows:

1. A committee may consist of two or more members of the Chapter and shall be called to action as deemed necessary by the Board.
2. The committee Chair is appointed by the Board and must be a member of the Chapter.
3. The Chair shall coordinate the activities of the committee to include:
 - a. Soliciting additional members to be on the committee;
 - b. Conducting meetings, as necessary; and
 - c. Reporting committee activity to the Board.
4. A committee shall act within the guidelines established by the Board to carry out its given function(s). If any given committee's activity requires dispersing Chapter funds, membership involvement or interaction, or the pursuit of a new event, idea, or campaign, it will be the Chair's responsibility to acquire advanced Board approval.

ARTICLE VI: ADOPTION

SECTION 2: AMENDMENT

Former By-Laws

These By-Laws may be amended by a majority vote of all Chapter members in attendance at any duly called meeting of the membership. No amendments shall take effect until duly approved by the Executive Board of the Penn State Alumni Association.

Revised By-Laws

These By-Laws may be amended by a majority vote of all Chapter members in attendance at a board meeting. Chapter membership will be notified in advance and invited to attend and participate in the vote. No amendments shall take effect until duly approved by the Executive Board of the Penn State Alumni Association.

TIME TO VOTE

- Pass the Revised Bylaws
- Reject the Revised Bylaws

Note: The majority vote taken at the Member Meeting on March 26, 2023 was to PASS these Revised By-Laws