

# BY-LAWS

## ANNAPOLIS CHAPTER OF THE PENN STATE ALUMNI ASSOCIATION

### ARTICLE I:            NAME

#### SECTION 1:        NAME

The name of this organization shall be Annapolis Chapter of the Penn State Alumni Association, hereinafter referred to as "Chapter".

### ARTICLE II:           PURPOSE

#### SECTION 1:        GENERAL PURPOSE

The purpose of this Chapter shall be as follows:

1. Encourage camaraderie and social exchange of local Penn State alumni and friends.
2. Promote the interests and welfare of the Pennsylvania State University.
3. Establish the Chapter as a leader in community service.
4. Maintain close contact with other alumni.
5. Maintain and administer the Chapter's Scholarship Fund based upon student merit and outstanding community leadership.
6. Have fun!

#### SECTION 2:        EARNINGS

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

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.

### SECTION 2:       RIGHTS AND PRIVILEGES OF MEMBERSHIP

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.

### SECTION 3:       ELECTIONS

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**

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.

### **SECTION 2: TERM OF OFFICE**

- 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.

### **SECTION 3: BOARD DISCIPLINE**

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.

## SECTION 4: QUORUM

A quorum of the Board shall consist of no less than one-half of the total Board membership. The majority vote of the Board quorum shall be required for approval or disapproval of Executive decisions.

## ARTICLE V: RESPONSIBILITIES OF THE BOARD

### SECTION 1: DUTIES OF THE BOARD

- 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.

## SECTION 2: DUTIES OF DIRECTORS AND OFFICERS

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.

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 ACPSAA
  - 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 ACPSAA and Penn State University regarding students eligible for ACPSAA 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

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

### SECTION 3: COMMITTEES AND THEIR FUNCTIONS

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.

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 1: ADOPTION

These By-Laws shall be officially adopted upon approval by a Majority vote of the Chapter members in attendance at any regular or special meeting of the Chapter. It shall take effect upon the granting of a charter by the Executive Board of the Penn State Alumni Association, authorizing the Chapter to function as one of the official Penn State Chapters.

## SECTION 2: AMENDMENT

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.

Adopted 11-Feb-98  
Revised 11-Jun-02  
Revised 18-Nov-04  
Revised 3-May-22