

Indiana Wesleyan University Public Relations Student Society of America Chapter Constitution

Article I. Name

This PRSSA chapter is a non-profit organization at Indiana Wesleyan University. The student organization is located in Elder Hall and shall be called the Indiana Wesleyan University PRSSA Chapter.

Article II. Mission

The PRSSA Mission is to serve our members by enhancing their knowledge of public relations and providing access to professional development opportunities, and to serve the public relations profession by helping to develop highly qualified, well-prepared professionals.

Article III. Purpose

Section 1.

This organization aims to foster the following:

- provide an opportunity for the Indiana Wesleyan University students to gain out-of-the classroom experience and knowledge about public relations.
- cultivate a favorable and mutually advantageous relationship between students and professional public relations practitioners.
- help students understand current theories and procedures of the profession
- Generate an appreciation of the highest ethical ideals and principles
- Create an awareness of an appropriate professional attitude
- Form an appreciation of Associate Membership in PRSA and eventually accredited membership

Article IV. Membership

Section 1.

Membership will be open to all full-time students, undergraduate or graduate, in any major who are interested in learning more about the field of public relations. The chapter will follow the student handbook policies as set forth by Indiana Wesleyan University.

Section 2.

Any individual approved for membership must become a member of the Public Relations Student Society of America.

Section 3.

An active member of the organization shall be defined as one who has attended ½ of meetings during one semester and has paid both national and chapter dues as well as attended one chapter sponsored event.

Article IV. Agreement

Section 1.

This organization agrees to abide by the policies and responsibilities for student organizations as outlined by IWU. Furthermore, this organization agrees to adhere to all Indiana Wesleyan University standards, and serve as a redemptive force for Biblical truth in activities and interactions.

Section 2.

This organization agrees to abide by the policies and responsibilities for university chapters as outlined by PRSSA.

Article V. Leadership

Section 1.

The executive board of IWU-PRSSA will consist of a chapter President, Vice-President, Secretary, Treasurer, Public Relations Director, and Historian. All positions will be elected by members of the current PRSSA chapter, and must be students of Indiana Wesleyan University.

Section 2.

President Responsibilities:

- Motivate executive broad and members through his or her enthusiastic attitude towards PRSSA.
- Preside at all membership and executive board meetings.
- Appoint all committees; advise committee chairmen: advise all members about chapter activities.
- Delegate responsibilities of officers and committees.
- Direct overall operations of chapter.
- Recommend and establish goals and objectives for the chapter with the approval of the membership, faculty and professional advisors.
- Assist the treasurer in collecting annual dues and assume responsibility for providing accurate information on the accompanying dues form to be forwarded to PRSSA National Headquarters on November 1 and again on March 1.
- Stay in contact with the PRSSA National Committee.

Section 3.

Vice-President Responsibilities:

- Motivate members though his or her enthusiastic attitude towards PRSSA.
- Perform all duties of the chapter president if the president is absent or unable to perform his or her duties.
- Assist the president in coordinating and directing committee activities and chapter operations.
- Perform duties as may be delegated by the president.
- Serve as a counselor to the president by recommending goals, objectives, plans and programs.
- Coordinate and disseminate information about PRSA Associate Membership for graduating PRSSA members.

Section 4.

Secretary Responsibilities:

- Motivate members though his or her enthusiastic attitude towards PRSSA.
- Prepare agendas with the help of the president.

- Record the minutes of all executive board meetings, general membership meetings and handle the appropriate distribution of these minutes.
- Maintain a record of chapter members, including a permanent home address and school address of each member.
- Serve as custodian of the chapter's charter and other permanent documents, including the Chapter Handbook.
- Notify PRSSA Headquarters and sponsoring PRSA chapters of changes in chapter officers or advisors.
- Handle all chapter correspondence.

Section 5.

Treasurer Responsibilities:

- Motivate members through his or her enthusiastic attitude towards PRSSA.
- Work with the chapter president in preparing the annual budget.
- Collect chapter and national dues at the times specified in the PRSSA National and Chapter Bylaws, and with the assistance of the president, completely and accurately prepare the PRSSA dues form that accompanies national dues when they are forwarded to PRSSA Headquarters.
- Provide financial reports periodically to the chapter membership.
- Collect fees for any chapter special events and fundraisers.
- Disburse chapter funds with proper approval.
- Provide safekeeping for all chapter funds and keep accurate financial records.

Section 6.

Public Relations Director Responsibilities:

- Motivate members through his or her enthusiastic attitude towards PRSSA.
- Produce the chapter newsletter on a regular basis throughout the school year.
- Produce or oversee the chapter Website.
- Post announcements for chapter meetings throughout campus.
- Coordinate press releases, feature articles, advertising and brochures relating to the chapter.
- Handle all campus and area press issues.
- Help promote recruitment and retention with slide/ tape presentation, brochures, fliers and other appropriate aids.

Section 7.

Historian Responsibilities:

- Motivate members through his or her enthusiastic attitude towards PRSSA.
- Maintain and record history of chapter so it can be passed on from year to year.
- Coordinate photography for the chapter, the chapter's scrapbook, and press releases and other materials being submitted to various outlets.

Section 8.

Other positions within the organizations structure:

- The IWU-PRSSA chapter will select a SGO representative to attend all SGO meetings. In the event that the representative is unable to attend, an alternate will be selected to take his or her place.
- Based on the needs of the organization, the IWU-PRSSA chapter reserves the right to select members to hold other positions of leadership for specific events or needs.

Section 9.

According to IWU Policy, students ^{leaders} must maintain a cumulative 2.5 GPA and be in good standing in all citizenship areas.

Section 10.

All officers are required to be official dues paying members of IWU-PRSSA and attend all meetings, keeping in mind that extenuating circumstances may occur i.e. illness, family emergency, and work. Missing meetings shall be reprimanded as followed:

- 1st missed meeting: Written notice from the president.
- 2nd missed meeting: \$15 fine paid to the PRSSA general fund.
- 3rd missed meeting: Member shall be removed from the executive board.

Article VI. Advising Positions

Section 1.

Faculty Advisor Qualifications:

- Be a full-time instructor of at least one, but not all, of the public relations courses offered by Indiana Wesleyan University.
- Be a member or associate member of PRSA.
- Be recognized as the official faculty representative to the PRSSA chapter.
- Be willing and capable of abiding by the responsibilities for the faculty advisor as set by PRSSA.

Section 2.

The IWU-PRSSA Chapter elects annually one or two professional advisors, to serve as its connection to the sponsoring PRSA chapter.

Professional Advisor Qualifications:

- Must be an Accredited Member of PRSA; chapters with two professional advisors may have one advisor who is not Accredited.
- At least one advisor must have a minimum of 5 years public relations experience.
- Be willing and capable of abiding by the responsibilities for the professional advisor as set by PRSSA.

Section 3.

Members may select a Junior Advisor to assist with the duties of the Professional Advisor. The fulfillment of this position is not mandatory.

Article VII. Elections

Section 1.

Elections shall be held annually at the end of the spring semester, during a meeting of the PRSSA chapter membership.

Section 2.

All members who will be of junior standing or above upon the date of assuming office are eligible for nomination as President, Vice President, Secretary, and Treasurer.

All members who will be of sophomore standing or above upon the date of assuming office are eligible for nomination as Public Relations Director and Historian.

Section 3.

The term of office for all officers is one academic year.

Section 4.

In the event that a vacancy should occur during the course of the year, another election will take place during a meeting of the full membership.

Article VIII. Meetings and Quorums

Section 1.

Meetings will take place weekly, and the President of the chapter will create the agenda for each meeting.

Section 2.

The President or Faculty Advisor may call special meetings when needed. In the event that a special meeting is necessary, the President or Secretary will notify the chapter members.

Section 8.

A quorum shall be 50% + 1 of the named PRSSA chapter membership.

Article IX. Finances

Section 1.

The treasurer shall be responsible for handling the budget and monies of the PRSSA chapter. All funding for PRSSA chapter expenditures must be approved by the Faculty Advisor.

Section 2.

All receipts will be submitted to the Faculty Advisor, who will then submit them to the Student Development Office.

Article X. Committees

Section 1.

There shall be the following standing committee: the Board of Directors of the IWU-PRSSA chapter.

Section 2.

The Board of Directors, which consists of all the elected officers and the Faculty Advisor of the collegiate chapter at Indiana Wesleyan University, shall decide on the policies of the group, as well as aid and advise the President of his or her duties.

Section 3.

The President shall appoint any other committees as deemed necessary.

Article XI. Amendments

Section 1.

The constitution, together with the bylaws, shall constitute the operating basis of the chapter.

Section 2.

The constitution may be amended by a majority vote of the members present, with proper notification having first been given to the entire membership and approval by the IWU Student Development Council.

Section 3.

Bylaws may be added or amended by a majority vote of the members present, with proper notification having first been given to the entire membership.

Article XII. Ratification

This constitution will be ratified as it currently stands, pending the approval of the faculty advisor, IWU Student Development Council, and the IWU-PRSSA Officers.

Date Approved by the Chapter:

Denise P. Ferguson 1/23/09

Submitted By

Signature of President

Signature of Vice President

Denise P. Ferguson
Signature of Faculty Advisor