



## **Constitution**

### **PREAMBLE**

The purpose of this organization is to assist CSUN students in enhancing their education, broadening their professional network, and helping them launch their careers in their profession after graduation.

### **ARTICLE OBJECTIVES**

The objectives of this Chapter shall be to encourage the understanding of current theories and procedures in the practice of public relations, to provide and promote a better understanding of the functions of public relations and its values, to stimulate and encourage public relations professionalism through public relations education, to apply the skills, creativity and energy of public relations to help solve social problems, to develop the individual abilities of its members, to provide students of public relations with the opportunity to become acquainted not only with their peers but with professional practitioners as well, and to encourage students to adhere to the highest ideals and principles of the practice of public relations and to instill in them a professional attitude.

### **ARTICLE I. OFFICIAL NAME**

The name of this organization shall be the California State University, Northridge Chapter of the Public Relations Student Society of America. (CSUN PRSSA)

### **ARTICLE II. AUTHORITY**

#### **Section 1: Authority**

This organization is a recognized student organization at California State University, Northridge and adheres to all campus policies as set forth in the Clubs and Organizations Manual.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1: Student Access**

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member. Membership in the organization shall be open to all those regularly-enrolled at California State University, Northridge students who are interested in membership.

#### **Section 2: Non-Discrimination Statement**



In accordance with state law and the regulations of the California State University, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

### **Section 3: Eligibility**

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

### **Section 4: Membership Requirements**

Membership shall comprise undergraduate and/or graduate students who are either public relations majors or have demonstrated an interest in public relations. Membership will not be based on or refused to anyone for reasons of race, color, sex, religion, national origin, sexual orientation, physical or mental disability, or age. Only those students enrolled at CSUN shall be eligible for membership.

### **Section 5: Privileges of Membership**

Eligible candidates to hold office must have been a member for at least one semester.

### **Section 6: Hazing**

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

### **Section 7: Code of Conduct**

This organization shall comply with Title 5, Section 41301, Standards for Student Conduct and this organization shall comply with the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations.

## **ARTICLE IV: OFFICERS AND ADVISORS**

### **Section 1: Official Positions**

The officers of this Chapter shall be President, Vice President, Secretary, Treasurer, Public Relations Director, Historian, Director of Special Events, Director of Social Media, Director of Member Services. These positions shall be such as usually pertain to the offices they hold, as described in Article XII, Section 6(b) of PRSSA National Bylaws.



National Assembly Delegate and Alternate Delegate. The offices of Treasurer and Secretary may be combined. In addition, the National Assembly Delegate and Alternate delegate may simultaneously hold another office within the Chapter. Election of officers and advisers shall be held before April 15 each year, with those elected assuming office the following June 1 for one calendar year. Other Chapter officers may be elected to handle local needs. 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.

## **Section 2: Powers and Duties of Officers**

- a) The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs.
- b) The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c) The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain A.S. Agency Account in the organization's name, requiring signatures of the Treasurer and/or President and University Advisor for authorized disbursements.
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## **Section 3: Officer Qualifications**

All officers must be enrolled CSUN students.

Pursuant to Coded Memorandum AA-2012-05: Minimum Qualifications For Student Office Holders, the president, vice president and treasurer are required to meet the following minimum requirements:

**Minimum Academic Qualifications—** The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.



Incumbent Unit Load—Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

Incumbent Maximum Allowable Units—Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.

#### **Section 4: Terms**

The length of term for officers shall be 1 semester. There is no term limit for officers.

#### **Section 5: Advisor**

##### **Section 1: University Advisor**

Recognized student organizations must have a University Advisor who is either a faculty or professional staff member (full-time or part-time). The University shall be an Ex Officio member without voting privileges.

The Chapter shall elect or ratify annually, before April 15, for a one-year (renewable) period the Faculty Adviser who is a Member or Associate Member of PRSA . S/he shall teach at least one of the public relations courses required for the establishment of a PRSSA Chapter. The Faculty Adviser shall be recognized as the official faculty representative in and to the Chapter, and shall act as the official link between the student Chapter and the Public Relations Society of America. The elected Faculty Adviser shall assume office on June 1.

##### **Section 2 : Professional Advisor**

The Chapter shall elect or ratify annually, before April 15, for a one-year (renewable) period one or two Professional Advisers who are Members of the Public Relations Society of America, at least one of whom must be a Member who has at least five (5) years of professional public relations experience or is Accredited, who shall represent the practice rather than the academic. 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. The elected Professional Adviser(s) shall assume office on June 1.

## **ARTICLE V DISCIPLINE OF MEMBERS**

### **Section 1:**

All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

### **Section 2:**

Action can be taken against a recognized student club or organization that violates the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations. Complaints against organizations should be filed in writing with the Matador Involvement Center (MIC). All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of this Code can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or withdrawal of university recognition.

## **Article VI Elections**

### **Section 1: Time of Elections**

Elections will take place during the last official meeting. Newly appointed officers will take office in the following semester.

### **Section 2: Election Procedures**

Describe the following:

a) Method of nomination: Nominations will be accepted in self-nomination, submitted to the CSUN PRSSA email on the application provided and will be announced at the meeting prior to the date of elections.



b) Method of voting: Votes shall be cast by a secret ballot.

c) Majority specifications: The candidate receiving a majority (50% +1 of the present membership or 50% +1 of the active membership) will be declared the winner.

### **Section 3: Special Election Procedures**

Should a vacancy in any office occur, it shall be filled by a unanimous appointment by the remaining officers.

### **Section 4: Recall Election**

A petition of  $\frac{2}{3}$  of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a favorable vote of  $\frac{2}{3}$  of the total voting membership.

### **Section 5: Vacancy**

If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

### **Section 6: Removal from Chapter Office**

Any Chapter officer may be removed by a two-thirds vote of the entire Chapter membership during a special meeting held for this purpose. Petition for removal must be submitted to all parties concerned at least three weeks in advance of a special convocation of the Chapter and all parties concerned shall have the opportunity to present their cases. Grounds for removal shall be intentional misconduct so as to bring discredit to PRSSA or PRSA, dereliction of assigned duties, intentional violation of PRSSA Bylaws or the Chapter Bylaws, 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 plurality vote of the Chapter membership.

## **Article VII Meetings**

### **Section 1: Logistics**

The day and time of regular meetings for the preceding term shall be determined by the majority of the membership at the last regular meeting of the current term.



## **Section 2: Frequency**

Our club will meet weekly, on Wednesdays at 7 p.m.

## **Section 3: Voting Requirement**

In order to vote a member must be in good standing.

## **Article IX: Finances**

### **Section 1: Account**

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

### **Section 2: Usage**

All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

### **Section 3: Dispersal of Funds**

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

### **Section 4: Fiscal Year**

The fiscal year of this organization shall be July 1-June 30

Dues will be established by consensus of the general body at the first meeting of the academic year.

## **Article X Amendments**

### **Section 1: Submission of Amendments**

Explain how amendments to the constitution shall be proposed.

**[Recommended language: Proposed constitutional amendments shall be presented to the organization in writing (e.g. one meeting, two meetings) before it may be voted on.]**

### **Section 2: Approval of Amendments**



State the requirements to pass an amendment.

**[Recommended language: Approval by (choose  $\frac{2}{3}$  or  $\frac{3}{4}$ ) of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.]**

### **Section 3: Notification of Amendment**

*Pursuant to Executive Order 1068 any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.*

## **Article XI Ratification**

### **Section 1: Procedure for Ratification**

*Upon ratification by a  $\frac{2}{3}$  vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.*

## **Article VI Elections**

### **Section 1: Time of Elections**

State when your elections will take place and when new officers will take office.

### **Section 2: Election Procedures**

Describe the following:

- a) Method of nomination: Nominations will be accepted through application provided sent to the CSUN PRSSA email.
- b) Method of voting: Votes shall be casted by a secret ballot.
- c) Majority specifications: The candidate receiving a majority (50% +1 of the present membership or 50% +1 of the active membership) will be declared the winner.]

### **Section 3: Special Election Procedures**

Should a vacancy in any office occur, it shall be filled by a unanimous appointment by remaining officers.

### **Section 4: Recall Election**





A petition of  $\frac{2}{3}$  of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a favorable vote of  $\frac{2}{3}$  of the total voting membership.

### **Section 5: Vacancy**

If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

## **ARTICLE VII. MEETINGS**

### **CHAPTER ACTIVITIES**

All activities of the CSUN PRSSA Chapter must be taken in the name of the Chapter. The Chapter may not merge with other organizations. No Chapter activity shall impose any liability or obligation upon the Public Relations Society of America.

### **Section 1: Logistics**

The day and time of regular meetings of the following term shall be determined by the majority of the membership at the last meeting of the preceding term.

#### **Section 2: Frequency**

Our club will meet weekly on Wednesdays at 7p.m.

#### **Section 3: Quorum**

Quorum for regular and special meetings shall be 40% of the active membership.

#### **Section 4: Voting Requirement**

In order to vote a member must be in good standing. Dues must be paid and GPA must be at a 2.0 or higher to be in good standing.

## **ARTICLE IX. FINANCES**

### **Section 1: Account**



This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

## **Section 2: Usage**

All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

## **Section 3: Dispersal of Funds**

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

## **Section 4: Fiscal Year**

The fiscal year of this organization shall be July 1-June 30.

## **Section 5: Dues**

### **National Dues**

National dues shall be collected from each member by the Chapter Treasurer at the outset of each academic year and sent to PRSSA Headquarters no later than November 1 and March 1. National dues for students joining the Chapter on November 1 shall be forwarded by the Chapter Treasurer, together with the official forms provided by PRSSA, to PRSSA Headquarters in the fall. On payment of said dues, a student is entitled to one full year's membership, extending from November 1 to October 31 of the following year. National dues for students joining the Chapter on March 1 shall be forwarded by the Chapter Treasurer, together with the official forms provided by PRSSA, to PRSSA Headquarters in the spring. On payment of said dues, a student is entitled to one full year's membership, extending from March 1 to the last day of February the following year. There shall be no prorating of dues during either one-year period.

### **Chapter Dues**

The CSUN PRSSA initiation fee and dues structure are \$80. Any initiation fee or local dues shall be collected by the Chapter Treasurer/Member Services at a time to be established by the Chapter officers.

## **ARTICLE X. AMENDMENTS**

### **Section 1: Submission and Approval of Amendments**

These bylaws may be amended by a three-quarters favorable vote of the membership of the Chapter, provided that the amendment shall have been proposed at least one meeting previous



to the time of voting. Amendments to the Chapter Constitution and Bylaws, however, shall become effective only upon their approval by the National Committee of the Public Relations Student Society of America. Such amendments shall conform to the National Bylaws of the Public Relations Society of America.

## **ARTICLE XI RATIFICATION**

### **Section 1: Procedure for Ratification**

Upon ratification by a  $\frac{2}{3}$  vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.

This constitution was most recently revised on [1/17/20].



[Katherine Pimentel]