

# International Association of Business Communicators/The Pennsylvania State University

Date of origin: September, 2014

## I. Name

- A. The name of this organization shall be the International Association of Business Communicators/The Pennsylvania State University, herein after referred to as IABC/PSU.
- B. IABC/PSU shall be affiliated with the Harrisburg (PA) chapter of the International Association of Business Communicators, herein after referred to as IABC/Harrisburg.

## II. Purposes and Objectives

- A. The purpose of IABC/PSU shall be to expose communication students to the professional standards and practices of communication within business, industry, and associations.
- B. This purpose shall be carried out through the following objectives:
  1. To advance understanding, cooperation and an exchange of ideas among members.
  2. To promote interaction between students and professionals.
  3. To learn and promote the development and application of improved methods and programs of communication.
  4. To demonstrate, within the academic and professional environment, the practical value of effective communication.
  5. To enhance the training and development of individual members through the collection and dissemination of information of value and interest to members.
  6. To enhance career opportunities for prospective business communicators.
  7. To advance the academic and professional development of members.
  8. To strive for the highest ethical standards in carrying out these purposes.

## III. Membership

- A. Membership shall be open to all registered students of The Pennsylvania State University.
- B. Membership shall be open to full- or part-time undergraduate or graduate Penn State University students working toward a degree who are interested in the field of communication and who are not in the communication profession. Any student taking nine (9) units or less must be approved for membership by the IABC/PSU Executive Board.
- C. At all times, the majority (50%+1) of all active members shall be full-time, officially registered students at University Park.
- D. Membership shall be forfeited, upon approval of the IABC/PSU Executive Board, for nonpayment of membership dues within sixty (60) days of written notification of dues. The Vice President/Membership shall contact each member thirty (30) days prior to expiration of membership.
- E. Active members shall be eligible to vote, hold office, and receive the benefits and services of membership in the organization.
- F. At all times there shall be at least 10 active student members.
- G. Membership shall be for one year.
- H. Each member will be part of a committee of his/her choice.
- I. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
  1. Membership Manual
  2. Schedule of New Member Events and Activities
  3. A list of responsibilities
  4. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (This documents will be available upon request by the Office of Student Activities).
- J. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the

member.

- K. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

#### IV. Officers

- A. Undergraduate candidates must be full-time, officially registered active student members to be selected as officers at the time of the appointment or election. Graduate candidates may be full-time or part-time, officially registered active student members to be selected as officers at the time of the appointment or election. Officers may change from full-time to part-time, or vice versa, after becoming an officer.
- B. The elected officers of IABC/PSU shall be:
  - 1. President
  - 2. Vice President/Programs
  - 3. Vice President/Membership
  - 4. Vice President/Communication
  - 5. Vice President/Professional Development
  - 6. Secretary
  - 7. Community Outreach Coordinator
  - 8. Treasurer
    - i. Shall be charged with handling all organizational finances.
  - 9. Historian/Webmaster
- C. The Executive Board shall consist of the elected officers, one faculty adviser, and the IABC/Harrisburg educational relations liaison.
- D. Election of the officers shall be by ballot. The ballot shall be dispensed with when there is but one candidate for the office.
- E. Officers shall be elected to one-year terms.
- F. Officers shall not receive any form of compensation from IABC/PSU for their services as officers.

#### V. Government

- A. Both the administrative and fiscal years of IABC/PSU shall begin June 1 and end May 31. (Coordinate with the University calendar for the school year.)
- B. A quorum of 60 percent of the membership is required to be present in order to conduct business for the organization.
- C. Leadership of IABC/PSU is the responsibility of the executive board, its nine officers, its educational adviser(s) and professional adviser. The duties of the officers shall be as follows:
  - 1. **President** - Shall preside at all Executive Board and general membership meetings; may, at the discretion of the IABC/Harrisburg board, be a voting member of the IABC/Harrisburg Executive Board; shall appoint heads of committees to carry out the business of the organization, with approval of the Board; shall appoint, with the approval of the Board, successors to elected members of the Board who vacate their position for any reason; shall recommend such action as deemed necessary for the benefit of the organization; and shall perform all other duties incident to the office.
  - 2. **Vice President/Programs** - Shall plan and organize all general membership meetings, subject to the review and approval of the Executive Board; shall preside at meetings in the absence of the President; shall, with the approval of the Board, assume the duties of the President as Acting President if that office is vacated for any reason; and shall perform all other duties incident to the office.
  - 3. **Vice President/Membership** - Shall serve as chairman of the Membership committee; shall maintain the membership roster; shall be responsible for the recruitment of new members; shall provide report of prospective members to the IABC/Harrisburg Vice President-Membership; and shall perform all other duties incident to the office.
  - 4. **Vice President/Communication** - Shall publicize all Chapter events; shall maintain/oversee the IABC/PSU bulletin board, Web site and social media channels shall develop/oversee the IABC/PSU social media plan and policies; and shall perform all other duties incident to the office. Shall work closely with the chapter's Historian/Webmaster.

5. **Treasurer** - Shall keep records of receipts and expenditures of the organization; shall submit financial reports to the Executive Board; shall disburse all funds incident to the operation of the organization; and shall perform all other duties incident to the office. In accordance with Penn State's ASA rules, shall attend the ASA training workshops and be responsible for all fund-related deadlines and application processes set by ASA to ensure IABC/PSU receives allocated university funding.
6. **Secretary** - Shall record minutes of the Executive Board and general membership meetings; shall be responsible for all correspondence and files of correspondences; and shall perform all other duties incident to the office.
7. **Community Outreach Coordinator** – Shall coordinate and create off-campus professional development activities as well as social activities for the club; shall coordinate / oversee volunteer events and opportunities; shall coordinate community consultant(s) projects.
8. **Historian/Webmaster**- Shall create/maintain/update chapter Web site on a regular basis as well as document through the use of photographs, video and recordings all chapter events.

D. Officers may continue in office after graduation until either their term of office or their membership expires.

E. With the approval of the Executive Board, the immediate Past President, if still a member, may become an officer and member of the Board, with all rights, privileges, and responsibilities thereof.

#### VI. Advisor

A. **Faculty adviser(s)** - Shall serve as consultant(s) and counselor(s) to the Executive Board; shall oversee the operation of IABC/PSU; and shall be a faculty member of PSU College of Communications.

B. **Professional Adviser** - Shall serve as a liaison between IABC/PSU and IABC/Harrisburg; and shall be the IABC/Harrisburg Educational Relations Chairperson or designated by the IABC/Harrisburg President.

C. This organization will retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The Pennsylvania State University, University Park campus and will be chosen by the organization.

D. The immediate Past President shall serve as International Liaison with other IABC student chapters. If the immediate Past President is no longer a member, the current President may appoint a member as International Liaison.

#### VII. Meeting

A. The Executive Board shall hold a minimum of three (3) meetings per semester. Executive Board meetings shall be open to the general membership.

B. IABC/PSU shall hold a minimum of three (3) general meetings of the membership per semester. Date and location of the meetings shall be established by the Vice President/ Programs with the approval of the Board. Additional meetings may be called by the President with the approval of the Board.

C. Members shall be notified of all meetings by e-mail.

#### VIII. Finances

A. IABC/PSU shall obtain its income from the assessment of dues, proceeds from fundraising activities and donations.

B. The Treasurer shall be directly responsible for managing the finances of the organization. The Treasurer shall maintain records of receipts and expenditures. The Treasurer shall issue reports of account at each Board meeting.

C. The Treasurer is required to attend the Associated Student Activities (ASA) training workshops. All money, including dues, shall be deposited with the IABC/PSU ASA Account.

D. This organization will not have an off-campus account(s)

E. ASA is the financial office for the more than 900 recognized student organizations at University Park. Officers shall not receive any form of compensation from IABC/PSU for their services as officers. All organizational funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.

F. In the event of dissolution of IABC/PSU, its remaining assets shall be transferred to IABC/Harrisburg, and none of such assets shall revert to or be held for the benefit of any individual(s). On dissolution of IABC/Harrisburg, any

funds remaining shall be distributed to IABC International Headquarters.

#### **IX. Elections**

- A. Election of all members of the Executive Board shall be held at a March meeting and require a majority vote of all members present. They shall take office as of April 15. With the approval of the membership, the previous officers shall continue to hold office until the new officers are able to assume their responsibilities.
- B. Officer candidates shall express interest in running for office and submit bio to president and/or adviser in early March in order to be added to the candidate slate. Nominations from members will be accepted from the floor at the March meeting. The candidate slate will be circulated prior to the March election meeting, as well as at the meeting. The members must cast ballots secretly, in writing, at that time. Candidates must have at least one semester remaining before graduation.
- C. If, for any reason, an officer is unable to hold office, selection of a replacement shall be made by the President or Acting President and approved by the Executive Board. If, for any reason, an officer must be removed from office, the officer must first meet with the president and adviser to hear concerns. If deemed necessary, the officer can then be removed by a majority vote of the Executive Board. Nominations and elections shall take place during the third meeting of the spring semester.

#### **X. Amendments to the Constitution**

- A. This constitution may be amended at any general meeting by a two-thirds vote of the membership present, provided that:
  - 1. At least one-third of the total IABC/PSU membership is present,
  - 2. The proposed amendment has had the approval of both the IABC/PSU and IABC/Harrisburg Executive Boards and IABC International Headquarters, and
  - 3. A copy of the proposed amendment(s) has been sent to each member at least two (2) weeks prior to the meeting.
- B. Amendments may be proposed to the Executive Board by any member at any time, either in person or in writing. The Board shall act on any proposed amendment within sixty (60) days of the submission of such amendment(s).
- C. All amendments are subject to the approval of the Office of Student Activities.

#### **IX. Parliamentary Authority**

- A. *Robert's Rules of Order, Revised* shall govern the conduct of all meetings of IABC/PSU and Executive Board, except as otherwise provided herein.

#### **X. Accessibility of this Constitution**

- A. Copies of this constitution shall be made available to anyone upon request.

#### **XI. Non-Discrimination**

- A. Membership will not be based on or refused to anyone for reasons of age, race, color, ethnicity, creed, sex, religion, national origin, sexual orientation, physical or mental disability, or veteran status. Only the membership standards, covered in Section 1 of these Bylaws, apply toward membership status in this organization.