

Penn State Alumni Association Philadelphia Chapter By Laws

ARTICLE I – INTRODUCTION

Section 1. Name

The name of this organization shall be the Philadelphia Chapter of the Penn State Alumni Association (the “Chapter”), a field organization of the Penn State Alumni Association (the “Alumni Association”).

Section 2: Purpose

The Chapter is organized to promote the welfare of the Pennsylvania State University (“Penn State”) and to provide service to Chapter members. In furtherance of this goal, the Chapter shall assist the Alumni Association to develop programs beneficial to Penn State. The Chapter shall work to establish a network of close fellowship and cooperation among members of the Penn State family (alumni, parents of students, friends, and fans) in Philadelphia County. Through this network, the Chapter shall endeavor to enhance the area’s knowledge of Penn State’s programs and activities and the accomplishments of its students, faculty, and alumni, and shall assist in promotion of Penn State to current and potential students.

ARTICLE II – Membership

Section 1: Membership

Active. Any alumni, parents of students, friends, and fans of Penn State are eligible to become active members in the Chapter. Payment of annual dues is required to be considered an active member.

Honorary. All alumni and non-alumni members of the Penn State family who have distinguished themselves by their support of Penn State are eligible to become honorary members of the Chapter. Appointment as an honorary member requires the approval of the Board of Directors.

Section 2: Dues

Annual dues shall be charged to all active members of the Chapter and shall be determined by the Board of Directors.

ARTICLE III – ORGANIZATION STRUCTURE

Section 1. Officers

The Officers of the Chapter shall consist of a President, Vice President, Secretary, and Treasurer. All Officers shall hold concurrent membership in the Chapter and the national Alumni Association. The term of office for the Officers of the Chapter shall be two years.

Section 2. Board of Directors

The Board of Directors (the "Board") shall consist of all current Officers and Directors of the Chapter. All Directors shall hold concurrent membership in the Chapter and the national Alumni Association. The term of office for the Directors of the Chapter shall be two years.

Section 3. Elections.

All Officers and Directors shall be elected at the Chapter Election Meeting which shall be held in the June of the second year of the term as stated above.

Any vacancy more than one (1) month prior to the Biennial Chapter Meeting shall be filled by Presidential appointment and majority approval of the Board.

ARTICLE IV - RESPONSIBILITIES

Section 1. Duties of Officers.

The duties of the Officers shall be those set forth below and such additional duties as assigned by the Board.

President. The President shall serve as chair of the Board and may serve as an ex-officio member of Chapter committees. The President shall serve as the official spokesperson of the Chapter. The President shall manage the day-to-day business of the Chapter, call Chapter and Board meetings, and preside at those meetings. The President shall ensure that Chapter Officers and Directors execute their duties as set forth in these by laws. The President shall appoint committee Directors, such appointments to be approved by a majority of the Board. The President shall inform the national Penn State Alumni Association Office (the "Alumni Office") of Chapter activities and shall submit to that office an annual "State of the Chapter" report upon completion of the Alumni Associations fiscal year. The President may appoint a general member of the Chapter to serve as legal counsel to the Board.

The President can appoint committee Directors where vacancies exist with majority approval of the Board and when any vacancy exists more than one (1) month prior to the Biennial Chapter Meeting. The President is to maintain constant communication with the Alumni Association, Fellow Chapters, Alumni Interest Groups, and other Penn State alumni groups or affiliate groups. The President is also responsible for fundraising efforts of the Chapter with advisory of the Treasurer.

Vice President. In the absence or disability of the President, or at his/her request, the Vice President shall perform the duties of the President. If the office of the President becomes vacant, the Vice President shall become until the next annual election of Officers by the Board. He/she may serve as an ex-officio member of Chapter committees and shall perform such additional duties as may be delegated to him/her by the President. He/She shall report all committee meetings to the President.

Secretary. The Secretary shall keep the official minutes of the meetings of the Chapter and the Board. The Secretary shall submit meeting minutes for adoption and review to the Board no later than two weeks past the meeting date. The Secretary shall submit adopted meeting minutes to the Alumni Association Regional Director no later than one week following their adoption vote.

He/she shall maintain the official copy of the Chapter's charter, by laws, past-Chapter, and Board meeting minutes, and shall be responsible for archiving the Chapter's documentation reflecting historical experience from programs and committee work. This shall be recorded through event reports collected from responsible Directors following the completion of an event.

The Secretary will also oversee, along with the President, the Communications Committee and Director. The Secretary will assist in the creation of the Chapter's quarterly newsletter, email blasts, membership letters, invitations, and all other correspondence the Chapter distributes which will be submitted through the Secretary to the President for approval before publishing. The Secretary will forward event reports to the President. The Secretary shall be an ex-officio member of the membership and communications committees.

Treasurer. The Treasurer shall be responsible for all receipts and disbursements of the Chapter and shall assist the Secretary with the Chapter's financial records, as necessary. The Treasurer shall be responsible for overseeing that disbursements are made in accordance with the guidelines in the Chapter's annual budget which has been approved by the Board. He/she shall be responsible for submitting a current financial statement at the monthly Board meetings. He/she shall submit an annual financial report in conjunction with the Presidents "State of the Chapter" report to the Alumni Association annually. The Treasurer shall prepare an annual budget for the Chapter.

The budget shall be based on a fiscal year ending December 31st and shall be submitted for approval to the Board no later than the December monthly Board meeting. The Treasurer will work in conjunction with committee Directors to ensure that allocated budgets are in balance.

The Treasurer's records can be subject to reviews by the President, Vice President, the Penn State Alumni Association or their designees at any time. A formal request by the President and Vice President for review of the records must be given to the Treasurer 30 days prior to the review. Any dues paying member may also request the President and Vice President review of the Treasurer records by stating a concern at the monthly Board meeting and motioning for review.

The following are guidelines to be used by the Treasurer:

(1) All funds of the organization should be maintained in an account in a federally insured financial institution. The account should be in the name of the organization and be separate from any personal accounts. If the organization has not already

obtained a tax identification number, one should be obtained by filing Form SS-4, Application for Employer Identification Number, with the nearest office of the IRS.

(2) A receipt should be given for all funds collected. For example, a member should be issued a receipt for payment of dues. Copies of such receipts should be retained for a period of three years.

(3) All funds received should be deposited as soon as possible in the account of the organization. If this is not possible, then the Treasurer should ensure the safety of the funds until they can be deposited, e.g., placement in a fireproof box or safe.

(4) The President, or his/her designee, should authorize the disbursement of all funds. A receipt should accompany the disbursement of all funds. Such receipts should be retained for a period of three years.

(5) All bank accounts of the organization should be reconciled on a regular monthly basis.

(6) Annually, an independent review of the financial transactions of the organization should be conducted by someone other than the Treasurer.

(7) The Treasurer shall prepare an annual budget of projected revenues and expenses for approval by the membership. Monthly, the Treasurer should prepare a report to present to the membership that compares actual revenue received and expenses incurred versus the budget.

(8) If gross revenues in any 12-month period exceed \$25,000, the Treasurer should contact the Penn State Alumni Association to determine if any reports are required to be filed with the IRS.

Section 2. Duties of the Board.

The Board is the legislature of the Chapter and is empowered to establish local policy, consistent with the program set forth by the national Alumni Association.

The Board is responsible for hosting at least one event once a month. The Board shall hold a minimum of 12 meetings each year and other meetings called by the President at his/her discretion or upon petition to the President bearing the signature of at least one-third of the voting members of the Board. A petition for meeting shall state the specific purpose for holding such a meeting. The President shall call a meeting within seven days and shall hold such a meeting within 14 days of receipt of a petition.

Section 3. Quorum

Quorum is majority of the entire current Board of Directors population. Quorum must be present at a meeting for the transaction of business.

ARTICLE V – COMMITTEE STRUCTURE

Section 1. Committees.

There shall be six (6) standing committees of the Chapter. These committees shall be Membership, Communications, Social Events, Community Service, Professional Development and Scholarship & Student Outreach and each committee shall be presided over by a Director. The President shall establish ad hoc committees from time to time. Each committee shall consist of at least three members, including ex-officio members. The President and/or Vice President shall serve as an ex-officio member of all committees.

Section 2. Functions of Committees.

The function of the committees shall be those set forth below and such additional duties as assigned and agreed upon by the Board. Failure to successfully accomplish these functions can be presented at monthly Board meetings by any Officer, Board member, or general Chapter member.

A fair and complete review by the Board of the presented failures or apathy of an Officer or Director shall occur. Reoccurring failures can lead to the motion for and dismissal from a Board position.

Membership. The Membership Director shall maintain complete records of all active and honorary members of the Chapter, and the list of all current Alumni Association members in the Philadelphia area (the “Alumni Association list”) which shall be obtained from the Alumni Office. The Membership Director shall use the Alumni Association list only for Chapter and Alumni Association purposes and shall not, under any circumstances, release the Alumni Association list for outside commercial purposes, political activities, or any other reason not directly related to Chapter or Alumni Association activities.

The membership committee shall review the Alumni Association list and devise ways to encourage area alumni to participate in Chapter activities and to become members of the Chapter and the Alumni Association. The committee shall maintain contact with the Alumni Association and shall notify the Alumni Office of address changes, job changes, achievements, and other pertinent information. The President and Secretary shall be ex-officio members of this committee.

The Membership Director shall coordinate the completion of membership with the Treasurer by reconciling membership applications with payments on an ongoing basis. The Membership Director is responsible for sending membership cards and welcome letters to new members of the Chapter within three weeks of payment receipt.

The Membership Director is responsible for maintaining the Philadelphia Chapter’s membership database. The Membership Director shall perform quality control checks on the data base information on a quarterly basis.

The Membership Director is responsible for building a valuable benefits program to offer to Philadelphia Chapter members which includes identifying/creating, notifying members of benefits available, and implementing membership benefits. He/She must submit event reports to Secretary, Vice President and President within two weeks following a promoted event. He/She is also responsible for maintaining Director binder which contains all relevant information to the position including, but not limited to, event reports, contacts, time lines for events, programs, and other proposed position plans.

Communications. The Communications committee shall work with the Penn State Office of Public Information, through the local media, to inform the public of notable Penn State achievements and accomplishments of its students, faculty, and alumni. The committee shall assist the standing committees (and ad hoc committees, as necessary) established to organize and conduct Chapter activities in securing publicity for those activities.

The Communications Director is responsible for sending all bi-weekly email blasts informing membership of upcoming events. He/She coordinates quarterly newsletters. He/She updates the website at a minimum of once a week. This Director reports monthly website statistics at monthly membership meetings. He/She is responsible for upkeep of Chapter display Board in conjunction with the Chapter Secretary and President. The Secretary shall be an ex-officio member of the committee. The Director must submit event reports to Secretary and President within two weeks following a promoted event. Responsible for maintaining Director binder which contains all relevant information to position including, but not limited to, event reports, contacts, time lines for events, programs, and other proposed position plans.

Activities. The Activities Director shall assure that the schedule of activities consists of a well-rounded series of events designed to promote all aspects of Penn State's educational program including its scholastic, athletic, and cultural activities, and to assist in promotion of Penn State to current and potential students.

The Activities Director identifies potential areas of interest of the general membership and potential membership of the Chapter. He/She promotes Chapter membership retention through creative and fun programming which exemplifies the Penn State spirit. He/She works with the Membership Director to identify career wants/needs of general membership for future programming. The Activities Director should be aware of social events happening in and around the Philadelphia area to identify potential events in which the Chapter could participate. The Activities Director is also responsible for identifying scheduling conflicts between committee events, but this should be done with the support of the Vice President. He/She must submit event reports to the Secretary, Vice President and President within two weeks following a promoted event. He/She is also responsible for maintaining the Director binder which contains all relevant information to the position including, but not limited to, event reports, contacts, time lines for events, programs, and other proposed position plans.

Community Service. The Community Service Director shall serve as a liaison between the Chapter and non-profit community service organizations for the purpose of providing Chapter members an opportunity to deliver service in community projects.

He/She maintains awareness of the Philadelphia community's needs and seeks to involve the Chapter in solutions. He/She is responsible for at least one community service event per quarter.

The Community Service Director must be knowledgeable of National Service Week requirements for the implementation and completion of one program to be considered for National Service Week. This Director must submit event reports to Secretary, Vice President and President within two weeks following a promoted event. He/She is responsible for maintaining the Director's binder which contains all relevant information to the position including, but not limited to, event reports, contacts, time lines for events, programs, and other proposed position plans.

Professional Development. The Professional Development Director shall work in conjunction with other Chapter committees to foster the professional development of Chapter members by creating continuing education and networking opportunities.

The Professional Development Director maintains contact with the Alumni Associations Alumni Career Services Office to promote Alumni Association career services benefits. He/She works with the Membership Director to identify career wants/needs of general membership for future programming. He/She is responsible for coordination and execution of at least one Professional Development program per quarter, can be in conjunction with another Chapter committee event. He/She must submit event reports to the Secretary, Vice President and President within two weeks following a promoted event. The Professional Development Director is responsible for maintaining the Director binder which contains all relevant information to position including but not limited to, event reports, contacts, time lines for events, programs, and other proposed position plans.

Scholarship & Student Outreach. The Scholarship and Student Director shall serve as a liaison between the Chapter and the current student body of Penn State at both University Park and the Philadelphia area branch campuses.

The Scholarship and Student Outreach Director shall administer the Chapter scholarship program. He/She develops and organizes fundraising events for the scholarship program in the name of the Chapter for current students of Penn State. He/She develops application and selection criteria for choosing the recipient of the scholarship. The Scholarship and Student Outreach Director serves as liaison with the President to Philadelphia Club Mutual Fund Trustees to coordinate the transaction of funds from established "life membership fund" and Chapter for scholarship utilization.

The Scholarship and Student Outreach Director generates awareness and interest in the Chapter among students through various activities organized with students and

Chapter members. He/She is responsible for coordinating annual Freshman Sendoff Event. He/She must submit event reports to the Secretary, Vice President and President within two weeks following a promoted event. He/She is responsible for maintaining Director binder which contains all relevant information to position including but not limited to, event reports, contacts, time lines for events, programs, and other proposed position plans.

Section 3. Appointment of Ad Hoc Committee Chairpersons

For all ad hoc committees a Committee Chairpersons shall be nominated by the presiding Director, President, or Vice President and approved by a majority of the Board. The term of each ad hoc Chairpersons shall terminate on July 1 of each year.

ARTICLE VI. ELECTIONS

Section 1. Biennial Chapter Election.

The Chapter shall hold a biennial meeting in the month of June, with all terms of office to commence at the first meeting of July of the same year. Adequate advance notice of the election shall be given to the Chapter membership no less than 30 days before the election meeting.

Section 2. Eligibility for Nomination as an Officer or Director of the Chapter.

In order to be eligible to be nominated as an Officer or Director of the Chapter, the person to be nominated must:

- a. Have paid Chapter dues in full for the current fiscal year no later than the day prior to the Biennial Election Meeting; and
- b. Be a dues paying member of the national Alumni Association.

Section 3. Eligibility to Vote at the Biennial Chapter Elections Meeting.

In order to be eligible to vote at the Biennial Chapter Election Meeting, or at any election of the Chapter, a Chapter member must have paid Chapter dues in full for the current fiscal year no later than the day prior to the Biennial Chapter Election Meeting.

Section 4. Election Process

- A. Elections shall be held biennially in June.
- B. All elections shall be conducted by secret ballot, which shall be counted outside the meeting room by the Secretary, with the ad hoc Nominating and Elections Chairperson present, unless the Secretary is running for office, in which case the President counts the ballots with the Nominating and Elections Chairperson. The Nominations and Elections Chairperson shall not be an individual running for an office.

C. Nominations

1. Nominations shall be entertained for any Officer or Director position one month prior to the Elections Meeting at the May monthly Board meeting.
2. In order for a nomination to be official, the Nominee must fully complete all the requirements of the Election Nomination Procedure by the appropriate deadline. See Article VI, Section 4, Sub Section D, *infra*.
3. Official notification of the nomination will come from the Nominating and Elections Chairperson in writing upon completion of the requirements. The President and Secretary will be copied on this written communication.
4. Nominations will be entertained and accepted before the Election Nomination Procedure is completed; however the 2/3 of the Board shall reserve the right to revoke any nomination for non-compliance with the procedure set forth in these by-laws.

D. Election Nomination Procedure

1. The Election Nomination Procedure shall consist of the following: A nominee questionnaire which shall include a list of goals for the organization, a brief personal statement, and a resume.
2. All information must be completed and submitted to the Nominating and Elections Chairperson no later than 14 days prior to the June elections meeting.

Section 5. Voting

A. The election procedures for Officers and Directors shall be as follows:

1. The Nominating and Elections Chairperson shall run elections.
2. In alphabetical order by the Presidential Candidate's last name, the candidates for President will present a speech in no more than five minutes per candidate in length. All other candidates for President shall leave the room during the speeches.
3. Following the speeches, all candidates shall enter the room. Members will have the opportunity to ask the candidates questions. All questions must be directed at all of the candidates, not one specific candidate. The Nominating and Elections Chairperson shall give each candidate an opportunity to answer should they so choose. The Nominating and Elections Chairperson will determine the duration of the question-and-answer session.
4. All candidates will then leave the room and the floor will be open for discussion. If a majority of members wish, candidates may be brought back for more questions. The

Nominating and Elections Chairperson determines the length of additional discussions.

5. The Secretary will distribute ballots, collect them, and count them in conjunction with the Nominating and Elections Chairperson. The Nominating and Elections Chairperson announces the results.
6. A simple majority shall be required for election.
7. If those who are not elected wish to be a candidate for another office, their nomination will be transferred.
8. If a candidate is running unopposed, members may either vote for the candidate or vote for the vacancy of that position.
9. Active members who cannot attend the election meeting may request an absentee ballot from the Nominating and Elections Chairperson via email no earlier than one week before the election. Nominating and Elections Chairperson must send copies of the questionnaires, personal statements, and resumes of all candidates to the requesting absentee voter. Absentee ballots must be emailed to the Nominating and Elections Chairperson no later than 72 hours prior to the election. Absentee votes can only count for originally intended office of the nominated candidates.

Section 6. Resignation and Removal of Officers or Directors

An Officer or Director may resign at any time by delivering notice to the Chapter. A resignation is effective when the notice is effective unless the notice specifies a future effective date. If a resignation is made effective at a future date and the Chapter accepts the future effective date, the Board may fill the pending vacancy before the effective date if the Board provides that the successor does not take office until the effective date.

Any Officer or Director who fails to uphold the duties described herein may be removed by a two-thirds (2/3) majority vote of the Board. The Officer/Director who is the subject of a removal action shall not be eligible to vote. Any dues paying member, fellow Officer or Board member may raise issues of concern regarding failure to uphold the above mentioned Officer and Director duties.

ARTICLE VII - ADOPTION

Section 1. Ratification.

These Bylaws shall be adopted by a two-thirds (2/3) majority vote of the members of the Chapter in attendance at any regular or special meeting of the Chapter. It shall take effect upon the ratification of the Executive Board of the Penn State Alumni Association.

Section 2. Amendment.

These Bylaws may be amended by a two-thirds (2/3) majority vote of all Chapter members present at any duly called Board meeting. Amendments shall take effect upon the ratification of the Executive Board of the Penn State Alumni Association.

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