

# **By-Laws of the Myrtle Beach Chapter of the Penn State Alumni Association**

## **ARTICLE I**

### **Section 1: Name**

The name of this organization shall be the Myrtle Beach Chapter of the Penn State Alumni Association (hereinafter referred to as “Chapter”), a field organization of the Penn State Alumni Association (hereinafter referred to as “Alumni Association”).

### **Section 2: Purpose**

The Chapter is organized to promote the welfare of the Pennsylvania State University (hereinafter referred to as “Penn State”) and to provide service to Chapter members. In furtherance of this goal, the Chapter shall assist the Alumni Association in developing programs that are 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) residing in the Myrtle Beach, South Carolina area and neighboring areas. 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 Penn State’s recruitment of outstanding applicants for admission.

## **ARTICLE II**

### **Section 1: Membership**

There shall be two classes of membership of the Chapter. Active members (hereinafter “Active Members”) are dues paying members, and honorary members (“Honorary Members”) are non-dues paying members. Honorary Members may serve on Chapter committees and attend all Chapter events; however, they may not participate in the election of the Board of Directors or serve as Board Members.

**Active** - Any alumni, parents of students, friends, and fans of Penn State are eligible to become active members in the chapter. Active Members shall pay annual dues to the Chapter.

**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 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. To remain active, members shall pay their dues at the annual meeting of the Chapter; pay electronically online; or submit payment to the treasurer by mail. Since the fiscal year is July 1<sup>st</sup> to June 30<sup>th</sup>; payment must be submitted to the Chapter by no later than June 30<sup>th</sup>. Upon an Active Member's payment of the annual dues, his or her status shall be active through the remainder of the fiscal year.

## **ARTICLE III**

### **Section 1: Officers**

The officers of the Chapter shall consist of a president, president-elect, secretary and treasurer (hereinafter referred to as "Officers"). All Officers shall hold concurrent membership in the Alumni Association; shall be Active Members of the Chapter; and shall be elected by the members of the Board of Directors (hereinafter referred to as "Board Members").

### **Section 2: Board of Directors**

The Board of Directors (hereinafter referred to as "Board") shall consist of up to 9 Active Members of the Chapter.

### **Section 3: Terms of Office**

**Officers** - The term of office for the Officers of the Chapter shall be two (2) years. Officers of the Chapter may be re-elected.

**Board of Directors** - The term of office for Board Members shall be two (2) years. Board Members may be re-elected.

**Ex-Officio Members of the Board** - Ex-Officio members of the Board (hereinafter referred to as "Ex-officio Members") may be former Board Members or leaders of other local organizations officially recognized by Penn State or the Alumni Association and the Executive Director of the Alumni Association (hereinafter "Executive Director"). Ex-Officio Members shall not vote on Board matters nor shall they hold an Officer position on the Board. The role of the Ex-Officio Member is to serve in an advisory capacity or as liaison to other Penn State affiliated organizations.

**Past-Presidents** - A past-president who is not re-elected to the Board may be an Ex-Officio Member of the Board for one year beyond the expiration of his/her term of office; if desired by the past-president.

**Executive Director of the Alumni Association** - The Executive Director of the Alumni Association (hereinafter “Executive Director”) shall be a permanent Ex-Officio Member of the Board.

**Leaders of Other Local Organizations Officially Recognized by Penn State or the Alumni Association** - The president may appoint the leaders of other local organizations that have been officially recognized by Penn State or the Alumni Association to serve as Ex-Officio Members of the Board.

**Legal Counsel** - The president may appoint a Chapter member to serve as legal counsel to the Board.

**Vacancies** - If vacancies occur, the Board may elect new Board Members to fill the vacancies and serve for the remainder of the unexpired term.

#### **Section 4: Elections**

**Board Members** - The Board Members shall be elected at the annual Chapter meeting. Candidates may be selected by the Executive Committee or nominated from the floor. Election of Board Members shall be made by the Active Members present at the annual meeting. A simple majority (or fifty-one (51%) percent) of the Active Members present shall be required to affirm the election of the Board Members.

**Officers** - The Officers shall be elected at the subsequent meeting of the newly elected Board. Board Members must be in attendance to vote; no absentee ballots shall be permitted. Any candidate for an Officer position receiving a majority (or fifty-one (51%) percent) of the votes shall be deemed elected. In the event of a tie, each candidate will be allotted an additional speaking period; after which, up to two re-votes shall be taken. In the event of a continued tie, it shall be resolved fairly and equitably by the toss of a coin.

### **ARTICLE IV**

**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 Chairperson of the Board and the Executive Committee. He/she shall manage the day-to-day business of the Chapter; appoint Committee Chairpersons; call Chapter and Board meetings; and preside at those meetings. The President shall inform the national Penn State Alumni Chapter Office (hereinafter referred to as “Alumni Office”) of Chapter activities and shall submit to that office an annual report by the required due date.

**President-Elect** – the President-Elect shall assist the President such that he/she will replace the President when he/she completes their term; or in the event that the President cannot perform the duties of the office of the President. If the office of the President becomes vacant, the President-Elect shall become President until the next annual election of officers by the Board. The President-Elect may serve as Committee Chairperson as assigned by the President.

**Secretary** - The Secretary shall keep the official minutes of the meetings of the Chapter and the Board, and shall send copies to the Alumni Field Director. He/she shall maintain the official copy of the Chapter's charter, bylaws, past-chapter, and Board meeting minutes, and shall be responsible for archiving the Chapter's documentation reflecting historical experience from programs and committee work. The Secretary shall provide notice of all Board meetings and Members meetings. The Secretary may serve as Committee Chairperson as assigned by the President.

**Treasurer** - The Treasurer shall be responsible for all receipts and disbursements of the Chapter and shall assist the secretary with the Chapter's 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, recommended by the finance committee and approved by the Board. He/she shall be responsible for submitting a current financial statement regularly. He/she shall submit an annual financial report at the annual meeting of the Chapter and shall send a copy to the Alumni Office. The Treasurer may serve as Committee Chairperson as assigned by the President.

**Section 2: Board of Directors Meetings - The Board is the legislature of the Chapter and is empowered to establish local policy, consistent with the program set forth by the Alumni Association.**

**Notice** - Notice of all Board Meetings shall be provided to Board Members via email, social media, or U.S. mail at least Five (5) days before the meeting. Board Members may waive notice of the meeting.

**Regular Meetings** - The Board shall meet on a regular basis and shall hold a minimum of four meetings each year. The location and time of Chapter meetings shall be discussed and agreed upon by the Board at the previously held meeting.

**Special Meetings** - The president may call other meetings at his/her discretion. A Board Member may also petition the President to call a meeting by submitting a written request to the President. The petition for a meeting must be consented to by One Third (1/3) of the Board Members; including the petitioning Board Member, and shall state the specific purpose for holding the meeting. The president shall call a Special Meeting within fourteen (14) days of receiving the petition and shall hold such meeting within thirty (30) days of receipt of the Board's written request.

Board Members may be absent from two (2) Board meetings per year. More than two (2) absences will be grounds for the removal from the Board. The third absence and subsequent absences require Board approval. The secretary shall maintain the record of attendance.

Board Members shall serve on at least one standing committee of the Chapter.

## **ARTICLE V**

### **Section 1: Committees**

Up to six standing committees (Executive, Membership, Social, Community Service, Finance and Communications) and ad hoc committees established by the President shall be appointed from the Board Members. Each committee shall consist of at least three (3) Active Members or Ex-Officio Members. An Officer shall serve as the Chairperson of each committee.

### **Section 2: Functions of Committees**

The function of the committees shall be those set forth below and such additional functions as assigned and agreed upon by the Board.

**Executive Committee** – review operational, programming and financial issues; monitor implementation of the strategic plan and goals; deal with urgent situations that cannot wait for the next full board meeting; and recommend replacement of Board Members and Officers.

**Membership Committee** – promote membership in the chapter and Alumni Association; determine membership benefits; and maintain comprehensive list of all members including current contact information.

**Social Committee** – develop/recommend program policies and guidelines; recommend social initiatives; and report progress to the full board.

**Community Service Committee** – research non-profit organizations in the Myrtle Beach area to expand our volunteer services; recommend and coordinate programs for chapter involvement; and implement services.

**Finance Committee** – collect membership applications and dues, then provide information to the membership committee; manage dues of the organization; oversee all fundraising; manage assets; prepare annual budget and make recommendations to the full board for approval; monitor ongoing budget and financial procedures, including review of monthly financial reports; manage investments and endowments; and ensure compliance with Alumni Association and IRS procedures, guidelines and required filings.

**Communications Committee** – develop and maintain various communications used by the chapter, including (website, Facebook posts, newsletters, etc.). 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.

## **ARTICLE VI**

### **Section 1: Annual Chapter Meeting**

The Chapter shall hold an annual meeting between April 1<sup>st</sup> and June 30<sup>th</sup>. At the annual meeting, Board members shall be elected to fill the positions for expired terms. Notice of the meeting shall be provided to all members of the Chapter via email, social media, or by U.S. mail thirty (30) days before the meeting.

### **Section 2: Special Chapter Meetings**

The President shall call special Chapter meetings that are included in the Chapter's annual schedule of activities or that are necessary to carry out the purposes of the Chapter.

## **ARTICLE VII**

### **Section 1: Adoption**

These by-laws shall be officially adopted upon its approval by the majority vote of the Board Members of the Chapter in attendance at any Board Meeting.

### **Section 2: Amendment**

These by-laws may be amended by a majority vote, or fifty-one (51%) percent of all Board Members of the Chapter present at any duly called Board meeting.