



PennState
Alumni Association
North Texas Chapter

BYLAWS

September 13, 2016

Penn State Alumni Association
North Texas Chapter
Bylaws

Effective Date: September 13, 2016

TABLE OF CONTENTS

Article I: General Provision	2
Section 1. Name	2
Section 2. Purpose	2
Article II: Membership	2
Section 1. Membership	2
Section 2. Membership of Current Student Membership	2
Section 3. Membership Dues and Year.....	3
Article III: Organization	3
Section 1. Officers	3
Section 2. Board of Directors	3
Section 3. Terms of Office	4
Section 4. Elections.....	4
Article IV: Powers and Duties.....	5
Section 1. Duties of Officers.....	5
Section 2. Duties of the Board.....	9
Article V: Board Meetings.....	9
Section 1. Board Meetings.....	9
Section 2. Quorum.....	9
Article VI: Publication and Amendments.....	9
Section 1. Publication.....	9
Section 2. Amendments.....	10
Article VII: Fiscal and Membership Years.....	10
Section 1. Fiscal Year.....	10
Section 2. Membership Year.....	10

Penn State Alumni Association North Texas Chapter Bylaws

Effective Date: September 13, 2016
Voted and Approved by Board 9/10/16

Article I: General Provision

Section 1: Name

The name of this organization is the Penn State Alumni Association – North Texas Chapter (the “Chapter”), a geographic organization of the Penn State Alumni Association at University Park, Pennsylvania (the “Alumni Association”).

Section 2: Purpose

The purpose of the Chapter is to provide an organization for the alumni of The Pennsylvania State University (the “University”) and to serve the common interest of Chapter members in the North Texas geographic area under the direction and in compliance with the Mission of the Penn State Alumni Association, by:

- a. Supporting the University’s overall mission of teaching, research, and service;
- b. Keeping members of the Chapter well informed about the University;
- c. Fostering active interest, support, and involvement of Chapter members along with community and friends of Penn State, in the Chapter and in University affairs;
- d. Encouraging public acceptance and support of the University’s goals, understanding its problems, and recognizing its achievements; and
- e. Supporting the University’s fundraising efforts through the continued funding of the North Texas Chapter (Club) Endowed Scholarship Fund and other University endeavors.

Article II: Membership

Section 1: Membership

The following people will be eligible to become Chapter members:

- a. Penn State Alumni;
- b. Current Penn State students;
- c. Parents of Penn State students; and
- d. Penn State fans or friends.

Section 2: Membership of Current PSU Students

All students currently enrolled in the University, including the World Campus (part- or full time), will be exempt from paying Chapter dues upon presenting proof (to the

Chapter's Vice-President Finance/Administration) that they are currently enrolled at Penn State.

Section 3: Membership Dues and Year

Annual membership dues will be charged to all active Chapter members except those as identified in (The Bylaws of Penn State Alumni Association – North Texas Chapter Article II: Membership, Section 2: Membership of Current PSU Students).

Annually, the Chapter Board of Directors will determine the dollar amount of the Chapter's membership dues to be charged.

The Chapter membership dues year will run from September 1st until August 31st.

Article III: Organization

Section 1: Officers

The Officers of the Chapter will consist of:

- a. President;
- b. Vice-President;
- c. Vice-President of Finance/Administration (who additionally serves as the Chapter's Secretary);
- d. Vice-President of Technology (Web-Master); and
- e. Vice-President of Alumni Admissions.

All Chapter Officers must be a current, dues paying Chapter member of the Penn State Alumni Association – North Texas Chapter and a current, dues paying member of the Penn State Alumni Association at University Park, Pennsylvania.

Section 2: Board of Directors

The Board of Directors (the "Board") will consist of:

- a. Five (5) Chapter Officers as identified in (The Bylaws of Penn State Alumni Association – North Texas Chapter Article III: Organization, Section 1: Officers);
- b. Three (3) to ten (10) Non-Officer Board Members; and
- c. One (1) Ex Officio non-voting position for the prior President.

The ideal structure is to have an odd number of voting members to eliminate ties when voting for new Officers, new Board Members and any proposed additions, deletions or changes. A majority vote by the Board is required.

Any member of the Board may nominate a qualified candidate (from the Chapter's Current Membership Database) to fill any vacant spot. Goal is to choose Board members who want to be Officers.

All Chapter Board of Directors must be a current, dues paying Chapter member of the Penn State Alumni Association – North Texas Chapter and a current, dues paying member of the Penn State Alumni Association at University Park, Pennsylvania.

Members of the Board will attend all Board Meetings. More than one (1) unexcused absence will result in automatic termination. More than three (3) excused absences will result in termination of such Board member by a majority vote of the Board.

Section 3: Terms of Office

Officers

The term of office for Chapter Officers will be two (2) years. Except in the case of an officer becoming deceased or not being physically able to perform the function's duties and responsibilities.

Chapter Officers may be re-elected by the current Board for consecutive terms.

Newly elected Officer will begin his/her term on March 1st.

Board of Directors

The term of office for Non-Officer Board members will be three (3) years (ideally with staggered duration so at least one (1) position term expires each year).

Non-Officer Board members may be re-elected by the Board for consecutive terms.

Newly elected Board member will begin his/her term on March 1st.

Section 4: Elections

Elections will be held during the January/February Chapter Board Meeting when required with newly elected Officers and Board members beginning their terms on March 1st of that year.

Officers

To fill vacant positions, Chapter President will solicit candidates (new candidates) from the Chapter's Current Membership Database.

The list of all candidates (new candidates, existing Board members with expiring terms and Board members with non-expiring terms) will be compiled.

Each candidate (in order to be considered) will be required to:

- a. Prepare a Biographical Sketch (max 250 words);
- b. Prepare a Position Statement (max 250 words); and
- c. Identify what position(s) he/she is running for.

The entire current Board will vote and the candidate (by position) who receives the majority number of votes will be elected to fill the vacant position.

Board of Directors

To fill vacant positions, Chapter President will solicit candidates (new candidates) from the Chapter's Current Membership Database who are willing to serve as a Board member as well as an Officer (as vacant Officer positions become available).

The list of all candidates (new candidates and existing Board members with expiring terms) will be compiled.

Each candidate (in order to be considered) will be required to:

- a. Prepare a Biographical Sketch (max 250 words);
- b. Prepare a Position Statement (max 250 words); and
- c. Identify what position(s) he/she is running for.

The entire current Board will vote and the candidate(s) who receive the majority number of votes will be elected.

Ex Officio Board Member

The outgoing President of the Penn State Alumni Association – North Texas Chapter may become an Ex Officio Board member once he/she is no longer the President of the Chapter.

The Ex Officio Board member may act as an advisor/consultant and can attend Board meetings and join discussions but he/she will have no voting rights.

He/she may remain an Ex Officio Board member for a period of one year.

Article IV: Powers and Duties

Section 1: Duties of Officers

The duties of the five (5) Chapter Officers will be those set forth and any additional duties as assigned by the Board. Responsibilities for each Officer include but are not limited to the following:

President

The President will:

- a. Make time available to effectively carry out responsibilities;
- b. Possess necessary business expertise to lead;
- c. Have obtained functional business management experience in multiple areas (marketing, strategic planning, financial management, budgeting, operations...);
- d. Possess necessary negotiating and communication skills to effectively cultivate strategic partnerships (within Penn State and locally with merchants, restaurants, banking/financial community...);
- e. Take leadership actions which will be a reflection of not only the North Texas Chapter but the Penn State Alumni Association as well;

- f. Set Chapter strategic direction and make changes as deemed necessary;
- g. Establish Short- and Long-Term Goals (Goals down, plan up methodology);
- h. Oversee the development of Long-Term Strategic Plan (roadmap) prepared to achieve Goals;
- i. Utilize project control techniques (Who, What, Where, How and When) to ensure Goals are achieved by tracking progress against plan;
- j. Follow Best Practice techniques and methodologies to achieve optimal results;
- k. Enforce Chapter Bylaws;
- l. Manage day to day operations;
- m. Ensure 14 to 15 Criteria required by PSU Alumni Association are met;
- n. Not enter into any conflict of interest situations or engage in any illegal activities;
- o. Manage Risks - Assess the risks associated with various Chapter events and always act in good faith to eliminate or minimize any risks associated with them;
- p. Be the spokesperson for the Chapter at Chapter sponsored events and publicly as required (e.g. Handle media requests);
- q. Serve as Chapter's Chairman of the Board of Directors;
- r. Call Board Meetings;
- s. Preside over all Board Meetings;
- t. Obtain Status on last Board Meeting minute assignments;
- u. Solicit input from entire Board as to what needs to be done, prioritize 1st, 2nd, 3rd, etc. and assign responsibilities to achieve;
- v. Work closely with the Penn State Alumni Association;
- w. Participate in Penn State Alumni Association sponsored Webinars and presentations at Alumni Leadership Conferences as requested;
- x. Review and approve contents of all required annual reports prior to submission to the Penn State Alumni Association (e.g. Affiliate Group Annual Report);
- y. Ensure annual tax return is filed;
- z. Work with all PSU departments outside the PSU Alumni Association as required (e.g. President's Office, Admissions Office, Legal Department, etc.); and
- aa. Be an authorized signer on all Chapter bank accounts along with the Vice-President of Finance/Administration.

Vice-President

The Vice-President will:

- a. Make time available to effectively carry out responsibilities;
- b. Possess necessary business expertise to lead;
- c. Have obtained functional business experience in multiple areas (marketing, strategic planning, financial management, budgeting, operations...);
- d. Possess necessary negotiating and communication skills to effectively cultivate strategic business partnerships (within Penn State and locally with merchants, restaurants, banking/financial community...);

- e. Assist the President in enforcing Chapter Bylaws;
- f. Not enter into any conflict of interest situations or engage in any illegal activities;
- g. Assess and Manage Risks to minimize unwanted results;
- h. Attend all Board Meetings;
- i. Manage activities of Committees that report directly to his/her function;
- j. Advise and assist the President as needed;
- k. Oversee and perform all duties (to meet deadlines) assigned or delegated to him/her by the President; and
- l. In the absence or disability of the President, or at the President's request, perform the duties of the President.

Vice-President of Finance/Administration

The Vice-President of Finance/Administration will:

- a. Make time available to effectively carry out responsibilities;
- b. Possess necessary business expertise to effectively carry out this function;
- c. Assist the President in enforcing Chapter Bylaws;
- d. Not enter into any conflict of interest situations or engage in any illegal activities;
- e. Assess and Manage Risks to minimize unwanted results;
- f. Attend all Board Meetings;
- g. Manage all bank accounts (deposit all receipts, make disbursements, maintain sufficient bank balances to avoid bank fees, perform monthly bank reconciliations and maintain bank relationships);
- h. Sign all checks;
- i. File Annual Tax Return with IRS;
- j. Prepare and file Penn State Alumni Association Affiliate Group Annual Report;
- k. Perform Secretary duties at Board Meetings;
- l. Prepare and report current financial status of Chapter for Board Meetings;
- m. Submit draft of Board Meeting Minutes to Officers and Board members for review and comments before publishing;
- n. Work with President to draft newsletters and Evites;
- o. Distribute Evites to Chapter members;
- p. Work with Vice-President of Technology on newsletter posting and distribution/website updates/dues mailings;
- q. Work with President on scholarship recommendations based on Chapter established guidelines;
- r. Notify Office of Student Aid of the Chapter's recommendations for scholarship distribution;
- s. Update Penn State Alumni Association event website with upcoming events;
- t. Update Chapter database with additions, changes, and deletions of Chapter members and associated dues updates;
- u. Update Evite contact database with additions, changes and deletions of Chapter members, and then reconcile Evite contact database to Chapter database;

- v. Determine and make recommendation to the President for the amount the Chapter should add to the Chapter's Endowed Scholarship Fund-Principal Account maintained at Penn State;
- w. Send emails to event attendees (e.g. Annual Texas Rangers Baseball Game Event, etc.) with instructions and maps;
- x. Request data from Penn State Alumni Association for Student Sendoff, annual August membership mailing and quarterly updates;
- y. Send Evite and email invitations to students for annual Student Sendoff event;
- z. Request Communication Allocation, Football Party in a Box, Student Sendoff materials from the Penn State Alumni Association utilizing PSAA Volunteer Toolkit website; and
- aa. Complete "Event Reports" to the Penn State Alumni Association for the Football Party in a Box and Student Sendoff events utilizing PSAA Volunteer Toolkit website.

Vice-President of Technology (Web Master)

The Vice-President of Technology will:

- a. Make time available to effectively carry out responsibilities;
- b. Possess necessary business expertise to effectively carry out this function;
- c. Attend all Board Meetings;
- d. Keep Chapter website updated;
- e. Send out Chapter Newsletter via email each quarter;
- f. Reconcile Alumni Data received from Penn State Alumni Association with our Chapter Membership Database and then do a mass email for new and existing member dues solicitation;
- g. Assist the President in enforcing Chapter Bylaws;
- h. Not enter into any conflict of interest situations or engage in any illegal activities;
- i. Assess and Manage Risks to minimize unwanted results;
- j. Provide requested data to Vice-President of Finance/Administration;
- k. Provide input/recommendations to Chapter Board for any improvements that need to be made to the Chapter website/data base or any social media tools; and
- l. Update Facebook as required.

Vice-President of Alumni Admissions

The Vice-President of Alumni Admissions will:

- a. Make time available to effectively carry out responsibilities;
- b. Possess necessary business expertise to lead;
- c. Have developed the required organizational and scheduling skills to ensure deadlines are met;
- d. Attend all Board Meetings;
- e. Assist the President in enforcing Chapter Bylaws;
- f. Not enter into any conflict of interest situations or engage in any illegal activities;

- g. Assess and Manage Risks to minimize unwanted results;
- h. Have developed effective communication skills to effectively work with Penn State Alumni Admissions Department;
- i. Manage all aspects of the Chapter's local high school recruiting activities;
- j. Recruit Chapter members to represent Penn State at local high school college fairs;
- k. Work closely with Penn State Admissions Department to gain assurance that proper authorization has been obtained for each high school prior to scheduling;
- l. Obtain required recruiting materials needed from the Penn State Admissions Department;
- m. Hold and chair a meeting to assign college fair coverage and distribute required recruiting materials (handouts, brochures, info cards and other); and
- n. Prepare Project Control Spreadsheet showing all college fairs to be handled as to WHAT (name of college fair), WHERE (location of college fair), WHO (name of chapter members assigned) and WHEN (date and time of college fair).

Section 2: Duties of the Board

The Board of Directors is empowered to conduct the business of the Chapter, and will have the power to authorize the expenditure of money.

The Board of Directors will vote on additions, changes, and deletions to the Chapter Bylaws.

Any member of the current Board may nominate a qualified candidate (from the Chapter's Current Membership Database) to fill any vacant position. The entire current Board will vote and the candidate (by position) who receives the majority number of votes will be elected to fill the vacant position.

The Board will meet on a regular basis, and will hold a minimum of four (4) Board meetings per year.

Article V: Board Meetings

Section 1: Board Meetings

The Board of Directors will meet a minimum of four (4) times per year, at a location selected by the members of the Board.

One of the four meetings of the Board must occur in January/February.

President will call additional Board Meetings as deemed necessary.

Section 2: Quorum

A quorum for Board Meetings will consist of not less than one (1) more than one half the members of the entire Board (Officers and Non-Officer Board Members).

Article VI: Publication and Amendments

Section 1: Publication

These Bylaws are to be made available on the Chapter website.

Section 2: Amendments

Proposed changes to the Bylaws must be presented to, and approved by a two-thirds majority of the Board of Directors.

Article VII: Fiscal and Membership Years

Section 1: Fiscal Year

The Fiscal Year of the Chapter will begin on July 1st and terminate on June 30th.

Section 2: Membership Year

The Membership Year of the Chapter will begin on September 1st and terminate on August 31st. The start of the Membership Year coincides with the start of the Annual Penn State Football TV Watching Events.