University of Wisconsin-Madison Public Relations Student Society of America [PRSSA] Chapter Bylaws:

Article 1: Name

The name of this organization shall be the University of Wisconsin, Scott M. Cutlip Chapter of the Public Relations Student Society of America.

Article 2: Objectives

The objectives of the Madison Chapter shall be:
- To continue the tradition of PRSSA at UW-Madison
- To uphold our status as a leading student organization
- To give our members hands-on experience through a fully functioning public relations firm
- To become a nationally recognized chapter
- To give our members avenues for career development
- To continue to develop a foundation of professional contacts including alumni, PRSA and other Public Relations professionals

Article 3: Membership

In accordance with Regent Policy 30-06, "Policy on Recognition of Student Organizations," PRSSA as a student organizations extends membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status, except those student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and leadership positions in the organization to students who affirm that they support the organization’s goals and agree with its beliefs. Any full or part-time student may join PRSSA regardless of major.

Article 4: Election Procedures

**A. Officer Requirements.** All officers must be registered students at UW-Madison taking no less than 8 credit hours and paid members of the PRSSA.

**B. Nominations.** A candidate may be nominated for more than one position. If the candidate does not win the position, he/she may run
for another position. All candidates must be official dues-paying members of PRSSA and students of UW-Madison.

**C. Elections.** Election of chapter officers and advisors shall be held before April 15, with those elected assuming office the following June 1 for one calendar year. An officer may run again for the position previously held as long as he/she will be able to fulfill a one-year term. Elections must take place at a chapter meeting and quorum of over fifty percent of membership present must be met to begin voting. Voting will take place in descending order of office duties: Webmaster/Historian, Conference Director, Career & Internship Director, PR/Promotions Director, National Liaison, Secretary-Treasurer, Vice President and President. Each person running for an officer position will have two minutes to address membership regarding why they should be elected. All members will be given a ballot before elections begin and will specify their vote by checking the box next to the name of the person they wish to elect. All ballots will be collected shortly after the last person running for president finishes their address. Those running for office also have the right to vote for each position and can vote for themselves if they so choose. Outgoing executive board members will count votes after the election meeting ends.

**D. Resume for Chapter Officers.** Members interested in running for an officer position will complete and submit a Resume for PRSSA Chapter Officers form, indicating those offices for which they would like to be considered.

**E. Procedure for Nominations from the Floor.** The Chapter President will post the procedure for making additional nominations from the floor. Student members may nominate an eligible member from the floor with his/her permission by writing in the name of the nominee.

**F. Assigning Committees.** The incoming Chapter President will appoint all chapter members and participants to committees based on student member/participant preference.

**G. Officer Transition:** The officer transition will occur before the end of the spring semester. Outgoing officers will meet with incoming officers to confer individually.

1. It will be the outgoing Chapter President's responsibility to see that this procedure is strictly followed and that all officers are present.
2. It will be the incoming Chapter President's responsibility to schedule and finish any officer transition that has not been completed by a new officer's predecessor.

**H. Voting:** All votes will be determined by the majority. Only PRSSA student members have the right to vote. The president has the authority to vote only when a vote is tied.
Article 5. Financial Standing Rules

**A. Dues.** Members dues are $65, $50.00 must be received at PRSSA Headquarters no later than November 1 for members joining in the fall and March 1 for members joining midyear.

(1) Dues are for one [1] calendar year following each deadline payment.
(2) Proration of dues is not permitted.
(3) A dues form is sent to each chapter in October and again in February. Specific directions for submission of dues are contained in the dues form.
(4) The Secretary/Treasurer is responsible for completion of forms.

**B. NSF Check Charges.** A member whose check fails to clear, must pay the bank’s late charges within two (2) weeks.

**C. Budget.** A proposed budget must be presented to the executive board by the second executive board meeting.

Article 6: Offices Serving UW-Madison PRSSA

**A. Titles:** The chapter shall elect annually a student President, Vice President, Secretary-Treasurer, National Liaison, PR/Promotions Director, Career & Internship Director, Conference Director and Webmaster/Historian.

**B. Duties and Responsibilities:** The duties of the students holding positions of President, Vice President, Secretary-Treasurer, National Liaison, PR/Promotions Director, Career & Internship Director and Webmaster/Historian shall be such as usually pertain to the offices they hold. These officers will be the student leader representatives for the general student members and will make all executive decisions pertaining to structural organization, operating procedures and chapter development with the best interest of all students in mind.

Article 7: Role of the Faculty Advisor

The faculty advisor for the UW-Madison PRSSA Chapter is appointed by The School of Journalism and Mass Communication.

Faculty Advisor duties and responsibilities include the following:

**A. Supervision.** Supervision of all UW-Madison PRSSA General and Executive Board meetings through such actions as meeting attendance, review of meeting agendas and minutes, and discussions with officers, individuals or groups within the organization's general
B. Oversight of Finances. Oversight of all UW-Madison PRSSA finances within the Uw-Madison PRSSA student organization account including all monies deposited from fund raising activities, departmental contributions, and other sources.

C. Counseling Membership. Counseling of UW-Madison PRSSA officers, Executive Board members, various committees and the general membership at large regarding the public relations profession, leadership and group functions, UW-Madison policies and procedures, and PRSA/PRSSA services, options, and expectations.

D. Overall Role of Administration. Administrative duties shall include, but are not limited to, the following:
(1) Supervision of members and officers;
(2) Oversight of finances;
(3) Counseling of members and officers;
(4) Review of all fund raising activities, promotions and publicity, internship options;
(5) Appointment of a president and other officers when the membership fails to schedule and conduct elections per the procedures identified in this Constitution.
(6) Final approval authority for all activities involving ethical standards, PRSA accreditation of the UW-Madison PRSSA Chapter,
(7) When scarcity of membership exists, inadequate assumption of responsibilities by student officers is demonstrated, insufficient funds are present in the UW-Madison PRSSA Chapter account, the Faculty Advisor in conjunction with the Chair of the Department of Communication and Theatre may dissolve the UW-Madison PRSSA Chapter.

Article 8. Rules of Dissolution

A. Cause and Procedure. When scarcity of membership exists, inadequate assumption of responsibilities by student officers is demonstrated, insufficient funds are present in the UW-Madison PRSSA Chapter account, the Faculty Advisor in conjunction with the School of Journalism & Mass Communication may dissolve the UW-Madison PRSSA Chapter.
B. Materials. Any materials (such as, books, paper, pencils, etc.) in possession PRSSA of the UW-Madison PRSSA Chapter at the time of dissolution will be surrendered to the UW-Madison Public Relations Department.