

Middle Tennessee Chapter



ARTICLE I

SECTION 1. Name

The name of this organization shall be **THE MIDDLE TENNESSEE CHAPTER OF THE PENNSYLVANIA STATE UNIVERSITY ALUMNI ASSOCIATION.**

ARTICLE II

SECTION 1. Purpose

The purpose of this Chapter shall be to promote, by organized effort, the interests and welfare of the Pennsylvania State University; to encourage closer fellowship among the alumni and former students of the University in this area; to cooperate, as Penn State alumni, in supporting and developing the civic activities of this community; to assist the General Alumni Association in every possible way to develop a program beneficial to the University and its alumni; to establish closer contact and better understanding between the University and its graduates and former students in this locality, to provide scholarship funds to promote education.

ARTICLE III

SECTION 1. Membership

a) Active

Any graduate or former student of the Pennsylvania State University may become an active member of this Chapter.

b) Associate or honorary

All former members of the faculty of the University may become associate members of the Chapter. Such non-alumni who have distinguished themselves by their interest and work for the University or this Chapter will also be eligible for associate membership upon approval of the Board of Directors. Associate members will **not** be entitled to vote or hold office in the Chapter.

SECTION 2. Dues

Nominal dues may be charged to all active and associate members of this Chapter. The amount of this assessment is to be determined by the Board of Directors.

ARTICLE IV

SECTION 1. Officers

The officers of this Chapter shall consist of a President, a Vice President, a Secretary, and a Treasurer. All officers must hold membership in the General Alumni Association.

SECTION 2. Board of Directors

The Board of Directors will consist of a minimum of 4 but as many as 20 members elected from the Chapter, at large. It will be the responsibility of the incumbent Board Members to guide new Board Members during the first 6 months of the incumbent's term. Board members must serve as Chair of at least one (1) open committee during their term. Additionally, Board members will volunteer for activities and will be responsible to attend ½ of all non-football related Chapter activities. Four (4) of these Directors will then be elected by the Board to serve as Chapter officers for the year. It shall be the function of

the Board of Directors to set policy for the Chapter. Any member may attend a Board of Directors meeting.

SECTION 3. Term of Office

The term of office of the Board members shall be two (2) years. The term of office for Officers/Executive Positions is one (1) year. Officers and Board members are eligible for reelection, but officers may not serve in any one capacity for more than four consecutive years unless otherwise agreed upon by the Board.

SECTION 4. Elections

The Officers and Board of Directors will be elected from the Chapter members, at large in an annual election, before the 11th game of the season. Notification of election date to active members should be no less than 2 weeks, in advance of the election. The election of Officers and Board of Directors shall be held via the Chapter Website.

SECTION 5. Dismissal/Resignation

If an officer or a Board member fails to attend two consecutive meetings without a just cause, and fails to notify an officer of the Chapter, s/he can be replaced on the Board by appointment of the officers of the Chapter. Or if a officer or Board member fails to uphold the doctrines of the Chapter and University, s/he will be dismissed. The Board may elect officials or Interim Board Members in the event of resignation.

ARTICLE V

SECTION 1. Officer/Executive Positions

a) **Duties of Officers**

The duties of the officers shall be the generally accepted duties assigned to them and such additional duties as may be assigned to them by the Board of Directors.

b) **President**

S/he shall preside at all meetings of the Chapter, shall be chairperson of the Board of Directors and an ex-officio member in half of the annual committees, to be decided by president and vice-president, annually. The President, through the Secretary, shall be responsible for the calling of all regular and special meetings of the Chapter. The President shall serve as Executive Advisor for 1 year following her/his term and shall hand off any relevant information within 2 months of leaving office to the incumbent. The President must be aware of all goings on in the Chapter, serve as the contact person for all committee Chairpersons, be responsible for opening and reviewing the monthly bank statements, sign and submit to Treasurer and provide email approval to the Treasurer, for any checks in excess of \$500.00.

c) **Vice President**

S/he shall be responsible for supporting the Chapter President as deemed necessary. The Vice-President must serve as an ex-officio member in one-half of the annual committees to be decided by president and vice-president annually. In the absence or disability of the President, or at her/his request, the Vice President shall perform the duties of the President. If the office of the President becomes vacant, s/he shall become President until the next annual election.

d) **Secretary**

All official minutes of the business meetings of the Chapter must be kept by the Secretary. S/he shall also be responsible for the complete report of all meetings and activities of the Chapter to the Executive Secretary of the General Alumni Association, and for a prompt report of all elections to the Executive Secretary. S/he shall provide notification of meetings to members of the Chapter, including a notice to the General Alumni Association. S/he shall create a meeting agenda and send to all Board members,

via email, at least two days prior to the meeting. S/he shall keep complete records of all potential and active members of the Chapter in the District and shall secure this list from the General Alumni Association and cooperate in every way possible with the Association, to ensure its completeness and accuracy. S/he shall use the Alumni list only for Chapter and General Alumni Association activities and elections and shall never, under any circumstances, release the list for outside commercial, political or non-PSU activities.

e) **Treasurer**

This officer shall be responsible for all receipts and expenditures of the Chapter and shall cooperate and assist the Secretary with the records. If dues are charged, the Treasurer shall be responsible for their collection and disbursement. Deposition of any moneys received by the general membership shall be deposited or forwarded by the Treasurer to the appropriate fund/organization within 21 days of receipt. The Treasurer shall prepare a list annually of Chapter members who have made donations to the scholarship fund and submit the list to the General Alumni Association. The Treasurer shall prepare an annual budget for the chapter. The budget shall be based on the prior fiscal years ending June 30 and shall be submitted for approval to the board no later than July 15. The Budget will be presented, at a minimum, in an Excel format. The Treasurer shall be responsible for making an annual financial report at the annual meeting of the Chapter and shall send a copy of this report to the executive Secretary of the General Alumni Association. The Treasurer will present a financial update for the Chapter, at each meeting. If the Treasurer is unable to attend any given meeting, an electronic copy of the update will be presented to the President, for presentation at the meeting. The Treasurer must request written approval by the President of any check in excess of \$500.00

ARTICLE VI

SECTION 1. Committees

Four standing committees (Membership, Activities, Scholarship and Communications and ad hoc committees established by the president shall be appointed from the voting members of the board. Each committee shall consist of at least two members, including the ex-officio members. Each Chair is responsible for the tasks outlined below as well as task outlined in the Procedures & Schedules Guidelines provided as a separate document. The president or vice-president shall serve as an ex-officio member of all committees.

a) **Membership Committee**

The Membership Chair shall keep complete records of all potential and active members in the Chapter in the District and shall secure this list from the General Alumni Association and cooperate in every possible way with the Association to insure its completeness and accuracy. S/he shall be responsible for obtaining the moneys and labels provided by the General Alumni Association for an annual mailing and to provide future lists and labels for Chapter mailings to Activity Chairs. S/he shall lead the membership committee to ensure participation of non-members 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 committee shall use the alumni list only for Chapter and General Alumni Association activities and elections and shall never, under any circumstances, release the list for outside commercial, political, or non-PSU activities. A member of the Membership Committee will develop and supply a sign in sheet for all Chapter events and will secure member sign-in at all events.

b) **Activities Committees**

It shall be the function of these committees to organize and plan in detail all upcoming

events. These committees should plan an annual program for the Chapter in advance. Each Committee Chair shall be responsible for the organization, planning and execution of the event and any volunteers associated with the event. It is the duty of this Chair to contact the General Alumni Association to order promotional items pertinent to the event, provided gratis by the Association.

i. **Football Viewing**

The Football Chair is responsible for ordering (within the established budget) and maintaining football raffle items for the games. The Football Chair will collect and tally all receipts from any raffle and reconcile accounts with the Treasurer weekly.

ii. **Community Service Event**

The Community Service Chair shall be responsible for presenting a minimum of three event ideas to the Board for selection. Community Service events are events to support the local community of the Chapter and reflect the University in a positive light.

iii. **Freshman Send-Off**

The Send-Off Chair shall be responsible for presenting a minimum of three event ideas to the Board for selection. The Send-Off Chair shall work in conjunction with the Scholarship committee to ensure a Scholarship Award Ceremony at the event. Responsibilities include getting freshman list and current student list from the Membership Chair.

iv. **Holiday Celebration**

The Celebration Chair shall be responsible for obtaining three quotes for the party and present them to the Board for decision no later than October 31.

v. **Perennial Events**

Any board member wishing to sponsor/start an event for any given calendar year, should bring it to the Board for a vote. That member will be considered the Chair of that event and will be responsible for the organization, planning and execution of the event.

c) **Scholarship Committee**

The Scholarship Chair is responsible for obtaining the list of eligible Freshman and returning students from the General Alumni Association and presenting the candidates to the Board for application selection. Duties also include mailing a letter and application to the candidates, collecting applications, organizing a committee review for candidate selection, notifying the office of Student Aid of selected candidates and award amount, notifying candidates of the award ceremony and creating an award certificate for winner/s all according to the Scholarship Procedure Schedule. The president and treasurer shall serve as ex-officio members of the committee.

d) **Communications:**

In close cooperation with the Activities Committee, this group shall use all means to obtain adequate and favorable publicity for the University in the District. This committee shall assist the Activities committees in securing publicity for the various meetings and activities of the Chapter, and shall cooperate with the department of public information at the University in its relations with various newspapers in the area.

e)

i. **Newsletter**

A minimum of one newsletter per year shall be mailed to Middle Tennessee Alumni for which a list and moneys are provided by the General Alumni Association. It is the responsibility of the Newsletter Chair to work with the Membership Chair to obtain this list. The committee shall determine the

appropriate number of issues to be distributed annually. The Newsletter Chair is responsible for article selection, layout, photography, advertising (if any), printing, labeling, and mailing the newsletters to alumni. Email copies shall be sent in lieu of hardcopies at member's request.

Alumni Association Newsletter Allocation (annual per fiscal year)

1. Based on population count, AA members in geographic area
2. May be used for printing and mailing or general meeting expenses
3. New criteria count x first class postage + \$125 per 500 names
4. New criteria is all alumni who are current members, all graduates of the past 5 years, and alumni who have let their membership lapse in the past 3 years

ii. **Website**

Website Chair is responsible for maintaining and keeping the website up to date. The Chair shall work closely with the Activity Chairs and Chapter Officers to ensure proper web site promotion of events.

iii. **Hotline**

The event/Chapter's hotline outgoing messages and checking for incoming messages are the responsibility of the Vice President and must be handled and reported to the appropriate Official, if so required, in a timely fashion. During the football season, the hotline will be checked and updated once a week. During the remainder of the year, the hotline will be checked less frequently and only updated as events are announced.

ARTICLE VII

SECTION 1. Number of Meetings:

According to the By-Laws of the Penn State Alumni Association, to be considered active and chartered, a Chapter is required to hold at least four (4) business meetings a year. Regular monthly meetings will be scheduled.

SECTION 2. Other Meetings:

Additional meetings, activities and social functions should be held at the discretion of the President, and the Board of Directors. The number of meetings should be sufficient in number to carry out the purpose of the Chapter as outlined in Article II, the functions of the Committees as outlined in Article VI, and to maintain the interest and enthusiasm of the members.

ARTICLE VIII

SECTION 1. Amendment:

This constitution may be amended by a majority vote of all members present at any duly called meeting of the members of the Chapter. Notice of any change must be announced at least thirty(30) days prior to the meeting.

SECTION 2. Adoption:

This constitution shall be officially adopted upon its approval by the majority vote of the members of the local Chapter. It shall take effect upon the granting of a charter by the Executive Board of the Penn State Alumni Association, authorizing its function as one of the official alumni Chapters of the Penn State University.

SECTION 3. Review

The By-Laws should be reviewed by a Committee, consisting of the President and Vice President, as well as, at least two other members of the Chapter, every four years.

SECTION 4. Dissolution:

If at any time, through lack of participation for a minimum period of 2 years the Chapter shall be considered dissolved. The last standing Treasurer will be charged with the responsibility of closing out, including but not limited to the following: hotline, website, PO Box, bank account, etc. Chapter funds shall first be used to pay off debts of the Chapter. Any remaining funds shall be forwarded to the Penn State Middle Tennessee Chapter Endowed Scholarship held by the General Alumni Association.