Constitution
Public Relations Student Society of America
Chapter Steven R. Levitt Chapter

Article 1: Name

Section I: This organization shall be known as Public Relations Student Society of America Steven R. Levitt Chapter at the University of Texas at San Antonio hereafter referred to as PRSSA Steven R. Levitt Chapter (the Chapter).

Section II: This organization shall be affiliated with the Public Relations Student Society of America national office in New York.

Section III: This organization will be mentored and monitored through the Public Relations Society of America, San Antonio Chapter.

Article 2: Date of Creation and Revision

This document was revised and approved by members on January 22, 2007.

Article 3: Purpose

The purposes of this PRSSA college Chapter shall be (1) to serve members by enhancing their knowledge of public relations; (2) to provide access to professional development opportunities; (3) to serve the public relations profession by helping to develop highly qualified, and well prepared individuals to enter the profession; (4) to develop the individual abilities of its members; and (5) to promote fellowships and free exchange of ideas.

Article 4: Membership

Section I: Membership shall be open to students currently registered for at least one course for credit at the University of Texas at San Antonio (this is exclusive of any "incomplete" or "make-up" course). The student shall be in good academic standing as defined by The University of Texas at San Antonio, with a cumulative GPA of 2.0.

Section II: Members must fill out a membership form every year to update personal demographic data. This will be done each consecutive year after origination of membership.

Section III: Members will earn points for active participation. A minimum of 15 points is required to be considered an active member per semester.

a) Points can be earned in any number of ways to include: volunteer hours throughout the semester, (1 point per hour on campus, 2 point per hour off campus); announcements pertaining to PRSSA in class (1 point per announcement), meeting attendance (2 points per meeting); representing the Chapter by attending the monthly PRSA Luncheon program, (2 points per luncheon attended); additional points can be earned for participating in other off campus
volunteer opportunities with other non-profit organizations that arise throughout the semester, (2 points per hour at event).

b) Points earned will be totaled at the end of the semester. Those members with the most active participation will be recognized at the end of the semester event. Recognition can include gift certificates, small gifts; and Certificates of Appreciation.

c) The tracking of points will be done by an executive board member through sign-in sheets for members at all functions where points can be earned. Points will be tracked by the Director of Membership, and approved by the President and Faculty Advisor. An update of points will be given out to members throughout the semester, at meetings or via e-mail.

Section IV: Members are encouraged to sit on a committee headed by each of the Executive Board Members. Members will have the opportunity to choose the committee that they will work on at the beginning of each long semester. Members will be required to actively participate in their chosen committee by attending meetings and working on the respective duties of said committee. Members will earn 2 points for each committee meeting attended.

Section V: Members are encouraged to participate in service hours for the Chapter during each long semester. These service hours will be met by staffing PRSSA information tables; staffing various fundraisers both on-campus and off-campus; assisting with activities during UTSA Communication Week during the spring semester, etc. Members will earn 1 point for every hour of service for the Chapter, or 2 points for every hour of service that is off campus.

Section VI: Members are encouraged to attend no less than 25% of the General Membership meetings. If the Chapter holds a total of 16 meetings throughout a long semester, then a member shall be required to attend no less than 4 meetings. If a member cannot attend meetings due to scheduled conflicts, they will be required to make up for this by a) attending an event or, b) volunteering for the hours missed from the meeting.

Article 5: Non-Discrimination Clause

The Chapter shall not deny membership on any basis prohibited by applicable law, including but not limited to race, color, national origin, age, religion, disability, veteran's status, sexual orientation or sex.

Article 6: Officers

Section I: A student, officially nominated and elected as a Chapter Officer, must meet the following academic requirements to receive and maintain such status:

a) Officers must have at least a 2.50 UTSA cumulative GPA (3.0 for graduate student) prior to the first day of each long term semester during the term of position; and

b) Officers must be in good scholastic and disciplinary status with the University at time of selection and during the term of position.
c) The President must have served at least 1 full semester as an officer on the PRSSA executive board, or be an active PRSSA member for 2 consecutive semesters, prior to being elected President.

d) The President will officially assume their duties on June 1 and shall serve for the term of one (1) academic year, except in the case of vacancies, removal from office or special elections defined below.

Section II: President

The President shall be the chief executive officer of the Chapter and of the Executive Board and shall preside over all meetings of the Chapter and the Executive Board. The President shall appoint all committee chairpersons, and such appointments are subject to the approval of the Executive Board. The President with the assistance of the Vice President shall be responsible for the coordination and direction of committee activities and Chapter operations. The President with the assistance of the Vice President will oversee all Chapter socials and encourage member participation. The President with the assistance of the Vice President will be responsible for keeping track of internship and scholarship information including deadlines for members to apply. The President with the assistance of the Vice President will be responsible for distributing information to graduating members about the benefits and process of joining Public Relations Society of America after graduation. The President and the Treasurer shall sign all written contracts and obligations of the Chapter, including but not limited to required UTSA documentation for guest speakers and Chapter meetings. Said contracts must have prior approval of the Executive Board to be legal and binding.

Section III: Vice President

The Vice President shall be vested with all the powers and shall perform all the duties of the President in the absence of the latter. The Vice President will assist the President in coordination and direction of committee activities and Chapter operations. The Vice President will oversee all Chapter activities and encourage member participation. The Vice President will assist the President in keeping track of internship and scholarship information including deadlines for members to apply. The Vice President will assist the President in distributing information to graduating members about the benefits and process of joining Public Relations Society of America after graduation. The President will assist the Vice President with all written contracts and obligations of the Chapter, including but not limited to required UTSA documentation for guest speakers and Chapter meetings. Said contracts must have prior approval of the Executive Board to be legal and binding.

Section IV: Secretary

The Secretary shall keep a true and accurate record of all proceedings of the Chapter and send out all notices. Under the direction of the President, the Secretary shall have charge of the clerical work of the Chapter including the E-mail. The Secretary will notify the PRSSA National headquarters of changes in officers and advisors. The Secretary will record the minutes of all meetings and distribute them to members absent from the meetings. The Secretary will serve as
custodian of the Chapter handbook and the Chapter charter. The Secretary will assist the Director of Membership in notifying members who lack points to be considered an active member.

Section V: Treasurer

The Treasurer shall receive and deposit in the name of the Chapter, in a bank or trust company, all money; issue receipts; make all authorized disbursements; and at each Executive Board meeting render an itemized statement, certified by the Faculty Advisor. The Treasurer will prepare a budget for each semester with the President. The Treasurer will apply for Leadership Funds from the student government when appropriate. The President and the Treasurer shall sign all written contracts and obligations of the Chapter, which must have prior approval of the Executive Board to be legal and binding.

Section VI: Director of Membership

The Director of Membership shall be the Chairperson for the Membership Committee. The Director of Membership shall be responsible, with the assistance of the entire Executive Board, for two continuous membership drives. Each membership drive will begin either in August for the fall semester or in January for the spring semester of each academic year. The Director of Membership, with the assistance of the Secretary, shall be responsible for the notification of current members of their dues renewal deadline no later than one month before the deadline of the current semester's membership drive. The Director of Membership, with the assistance of the President, shall notify the PRSSA National headquarters of changes in officers and advisors. The Director of Membership will be responsible for the tracking of membership points, and submission of said points on a monthly basis to the President and Faculty Advisor. Director of Membership shall be responsible for keeping an ongoing dialogue with recent graduating Alumni PRSSA members. Director of Membership shall also, be responsible for ensuring that all alumni are invited and encouraged to attend any fundraising events or other functions held by the Chapter.

Section VII: Director of Fundraising

The Director of Fundraising shall be the Chairperson of the Fundraising Committee. The Director of Fundraising shall be responsible, with the assistance of the Fundraising Committee, for coordinating all fundraising events including Best Fest during the fall semester; Fiesta UTSA during the spring semester; and all fund raising events held on or off campus. The Director of Fundraising shall enlist the help of the Fundraising Committee and General Membership in creating fun, innovative ideas for fundraising. The Director of Fundraising shall be responsible for the scheduling of members for manning all booths or locations where fundraising events are held. The Director of Fundraising shall be responsible for contacting local businesses for donations and/or sponsorships. These contacts may be made by telephone, e-mail, and regular postal mail. The Director of Fundraising shall be responsible for providing a report on all fundraising efforts to the Executive Board on a bi-monthly basis and the President on a weekly basis. All electronic communications to contacts regarding fundraising will be copied to the President. Fundraising events will be coordinated and finalized no later than one week prior to the fundraiser. The Director of Fundraising will create marketing materials (ex. fliers) for
fundraising events and publicize said fundraisers with the assistance of the Director of Public Relations and related committee members.

Section VIII: Director of Public Relations

The Director of Public Relations shall be the Chairperson of the Public Relations Committee. The Director of Public Relations, with the PR Committee, shall be responsible for the promotion of the Chapter. The Director of Public Relations, with the PR committee shall be responsible for publicizing all the Chapter events through the different mediums available. The Director of Public Relations, with the PR Committee, shall be responsible for approaching other Registered Student Organizations (i.e. ADFED, AMA, AWIC, etc.) at UTSA in regards to the Chapter partnering with them for the betterment of PRSSA and their respective organizations. The Director of Public Relations, with the assistance of the Director of Unity PR, shall be responsible for approaching internal UTSA departments (i.e. Alumni Association, Special Events, Communication Dept., etc.) in regards to creating PR campaigns for upcoming events that are held on campus. The Director of Public Relations is responsible for creating an end of semester newsletter, to be sent to the PRSSA national office in New York.

Section IX: Director of Events

The Director of Events shall be the Chairperson of the Event Planning Committee. The Director of Events shall be responsible, with the assistance of the Event Planning Committee, for coordinating all events within the Chapter. The Director of Events must plan functions for the Chapter including the bi-annual mixer, Night With The Pros, End of Semester Cord Ceremony and Chapter Mixers. The Director of Events will create marketing materials (ex. fliers) for Chapter events and publicize said events with the assistance of the Director of Public Relations and related committee members.

Section X: Director of Unity PR

The Director of Unity PR supervises all activity within the student run public relations firm of the Chapter, the management of the firms operations and activities and gives a report to the PRSSA’s Executive Board.” It is the Director of Unity PR's responsibility to act as a liaison between the Chapter Faculty Advisor, the Chapter and the client. The Director of Unity PR is responsible for finding new clients, and presenting the client's public relations needs to The Chapter's Executive Board. The Director of Unity PR may have executive board officers within the student run firm. However, all Unity PR executive board officers must be a PRSSA member with all member dues paid up to date.

Section XI: Historian/Webmaster

The Historian shall be responsible for recording events throughout his or her term through photography and videotaping. The Historian shall be responsible for the timely submission of photography to the Webmaster. The Historian shall be responsible for the innovative decoration of the Chapter bulletin board as well as the Chapter desk in the Student Activities Center. The
Webmaster shall be responsible for the timely updating of the Chapter Website along with any other electronic medium that is in place, including but not limited to Twitter and Facebook.

**Article 7: Executive Board**

*Section I:* The management of the affairs of the Chapter shall be vested in the Executive Board.

*Section II:* The Executive Board shall include the following elected officers: President, Vice President, Secretary, Treasurer, Director of Fundraising, Director of Membership, Director of Public Relations, Director of Unity PR, Director of Events and Historian/Webmaster.

*Section III:* A schedule of regular meetings of the Executive Board shall be set up by the board within 30 days after the beginning of the academic year. Special meetings may be called by the President. Notice must be given five (5) days in advance of the meeting.

*Section IV:* All actions of the Executive Board shall be subject to reversal by the Chapter by a two-thirds vote of those present, if a quorum has been established.

*Section V:* In the case of a vacancy of any officer or member of the Executive Board, the Executive Board shall elect a successor, who shall take office immediately and serve until the next annual election.

*Section VI:* The Executive Board shall have charge of the general management of the Chapter, hear all grievances, authorize and audit all expenditures and approve all appointments. Grievances may be submitted in written form to any of the executive board members.

*Section VII:* The President or a student alternate shall represent the organization at the annual conference of the Public Relations Student Society of America. In the event of the President's inability to attend, an alternate shall be selected by the Executive Board.

*Section VIII:* Grounds for removal of an officer include misconduct to bring discredit to PRSSA or PRSA, not fulfilling assigned duties and a violation of the PRSA Code of Ethics.

*Section IX:* Removal of an officer shall take place after a verbal warning and written warning have been issued. The President or highest ranking officer will call an emergency meeting to propose the removal of an officer. The President or highest ranking officer will explain the reasons why the officer should be removed and collect a secret ballot from the Executive Board. The removal of an officer shall be approved with a 2/3 favorable vote from the Executive Board. The President or highest ranking officer shall appoint an interim officer to fulfill the duties of the removed officer.

**Article 8: Procedures for Decision Making**

*Section I:* Twenty five (25) percent of the active members shall constitute a quorum for the transaction of business at any meeting of the Chapter.
Section II: A simple majority of the Executive Board shall constitute its quorum for the transaction of business.

Section III: A simple majority of any committee shall constitute its quorum.

Article 9: Committees

Section I: The President may appoint such committees as necessary to conduct Chapter business.

Section II: No committee shall have the authority to commit the Chapter on matters of policy or to create financial obligations.

Section III: All committee plans and actions shall be subject to the approval of the Executive Board.

Section IV: Committee members are allowed one written or verbal warning by the executive officer for lack of participation before being removed from the committee.

Article 10: Student Run Firm

Section I: The firm works towards creating a mutually beneficial partnership. The firm will create its own budget and abide by the policies and procedures described in the firm’s handbook, while maintaining the standards and ethics of PRSSA at all times. The firm also reserves the right to make changes to its handbook as the firm deems necessary.

Article 11: Meetings

Section I: The annual meeting of the Chapter, for the purpose of election and installation of officers, and other general business shall be held in the spring of each year. Written notice of same shall be sent to each member at least two weeks prior. The date, hour, and place of meeting, as determined by the Executive Board, must be included in this notice.

Section II: In the event of graduation of Executive Board members during the academic term recognized by the PRSSA National office (June - May), a special nomination meeting will be held. Within two weeks of the special nomination meeting there will be a special election meeting held so as to elect the individuals who will fill those Executive Board member positions that have become vacated due to graduations.

Section III: The Executive Board may decide to execute voting through e-mail if attendance at the general membership meetings is below 15%. This action may be done in accordance with Article 8, Section I of this constitution.

Section IV: Regular meetings may be held at such times and places as the Executive Board may determine.
Section V: Special meetings may be called by the President, by the Executive Board, or by written request by any five (5) members in good standing, provided all members are notified in writing of time, place and purpose of meeting.

Article 12: Elections

Section I: Elections to fill all officer positions shall take place no later than one (1) month before the first official Study Day of the elections.

Section II: Voting shall be by secret ballot.

Section III: A simple majority must be obtained in order for an officer to be elected. Should a simple majority not be reached, a runoff will occur between the two (2) candidates with the highest percentage of votes.

Section IV: Elections will be conducted in order of rank as listed in the bylaws. If defeated for the position for which a candidate is running, the candidate may run for one (1), and only one (1), additional position.

Article 13: Parliamentary Authority

Robert's Rules of Order shall constitute the parliamentary authority for the Public Relations Student Society of America University of Texas at San Antonio Chapter in all matters not covered by these bylaws.

Article 14: Disbursement of Organization Assets

Should the Chapter become defunct, the organization’s assets shall be turned over to the University of Texas at San Antonio Department of Communication Chairperson to disperse at their discretion.

Article 15: Membership Dues

Section I: Membership dues shall be $70.00 US a year, payable in advance, which shall include the affiliation fee of $50.00 per year in the Public Relations Student Society of America.

Section II: $20 of the collected membership dues remains in the Chapter to assist with planning of Chapter socials, events, printing costs, etc.

Section III: Any member of the Chapter whose dues have been in arrears for one semester shall be so notified by the Treasurer, citing the provision of this section. If such arrears are not paid within 30 days after such notification, the delinquent member shall be notified again and granted 30 days grace. At the end of this period of 60 days, if dues remain unpaid, his or her membership shall be forfeited. Only members whose dues are paid shall be entitled to vote at elections of the Chapter.
Article 16: PRSSA Bateman Competition Team(s) representing the UTSA and the Chapter

Section I: Individuals chosen to be on the PRSSA Bateman Competition Team representing UTSA and the Chapter shall be dues paid members of PRSSA. The team members will also be required to participate in both PRSSA Bateman Competition activities during the competition period and activities being held by the Chapter once the competition period has ended.

Section II: Each fall semester the Chapter shall submit entrance fees in the amount of $50 per team representing UTSA and the Chapter to the PRSSA Bateman Competition National Office.

Section III: Each Spring semester the Chapter shall submit to the PRSSA Bateman Competition team representing UTSA and the Chapter a negotiated monetary amount will be given to the team to help offset supply costs incurred during the period of the competition. The Bateman team(s) will be responsible for providing copies of all receipts to the PRSSA executive board no later than April 15th. At the end of the competition period, any amount remaining shall be returned from the Bateman team(s) to the treasurer no later than April 15.

Section IV: As the Bateman team(s) are unable to do any type of fundraising on their own during the competition period, the Bateman team(s) representing UTSA will be responsible for providing at least two members from each team to assist with fundraising events that are held by the Chapter after the end of the competition period to include Fiesta UTSA, Best Fest and any other fundraising events the Chapter holds. This will be as a show of support of the Chapter once competition has ended.

Article 17: Amendments

Amendments to The Constitution and Bylaws of The Chapter may be amended at any regular meeting of the Chapter by a two-thirds (2/3) vote of the members present at the meeting. A quorum must be present.

Article 18: Faculty Advisor

Section I: A faculty advisor for the Chapter will be chosen in consultation with UTSA faculty in disciplines such as public relations, communication, marketing, and advertising.

Section II: The advisor shall assist the President and Executive Board in planning and executing all activities of the Chapter.

Section III: The Faculty Advisor must be a current dues paid member of the San Antonio Chapter of the Public Relations Society of America.

Section IV: The Faculty Advisor must teach at least one class in the Public Relations curriculum.

Article 19: Professional Advisors
Section I: The Chapter can choose a Public Relations professional who is a member of the PRSA Chapter of San Antonio as an additional Professional Advisor. In this instance the President of the Chapter shall submit a letter of request to the Board of Directors of the PRSA Chapter of San Antonio to take action on the request at a future meeting.

Article 20: Adoption of Bylaws

This Constitution and Bylaws shall become the constitution and bylaws of the Chapter by a two-thirds (2/3) vote of the members present, if a quorum, at any regular or special meeting, providing members have been given written notice at least one week in advance.

Article 21: Legal Agreement Statement

The Chapter agrees to abide by all University policies and local, state, and federal laws.

Article 22: Updates

This document updated with Article 19: Legal Agreement Statement and Officers GPA requirement of 2.50 on May 7, 2007.

This document updated to reflect the name change from the Public Relations Student Society of America Chapter at the University of Texas at San Antonio (PRSSA Chapter at UTSA) to the Public Relations Student Society of America Steven R. Levitt Chapter (PRSSA Steven R. Levitt Chapter) and to reflect Article 6: Officers; Section III- The position of Immediate Past President added to the Executive Board on June 20, 2007.

This document updated to reflect the change in Article 13: Membership Dues to reflect an increase from $60 to $70 on August 10, 2007.

This document updated to reflect: Editorial changes throughout the entire document on November 20, 2012.

This document updated to reflect the change in Article 4: Membership to reflect decrease from 5 points per meeting to 2 on November 20, 2012.

This document updated to reflect the change in Article 4: Membership to reflect the addition of 2 points earned per hour for Off-Campus activities, the addition of 2 points per tailgate event attended, PRSA Luncheon points decreased from 10 points to 2 points for each luncheon attended, committee meeting points were decreased from 5 points to 2 points per meeting, 1 point per announcement in classes were added on November 20, 2012.

This document updated to reflect the change in Article 6: Officers to reflect the deletion of Section III the position of Immediate Past President on November 20, 2012.

This document updated to reflect the change in Article 6: Section VII, Director of Membership to reflect the addition of the following duties “Director of Membership shall be responsible for keeping an ongoing dialogue with recent graduating Alumni PRSSA members. Director of Membership shall also, be responsible for ensuring that all alumni are invited and encouraged to
attend any fundraising events or other functions held by the Chapter. Director of Membership will also aid the Secretary in the scheduling of Shadow Days per semester” on November 20, 2012.

This document updated to reflect the change in Article 6: Section VIII, Director of Fundraising to reflect the addition of the following duties “All electronic communications to contacts regarding fundraising will be copied to the President. Fundraising events will be coordinated and finalized no later than one week prior to the fundraiser. The Director of Fundraising will create marketing materials (ex. fliers) for fundraising events and publicize said fundraisers with the assistance of the Director of Public Relations and related committee members” on November 20, 2012.

This document updated to reflect the change in Article 6: Section IX, Director of Public Relations to reflect the addition of the following duties “The Director of Public Relations, with the assistance of the Director of Unity PR, shall be responsible for approaching internal UTSA departments (i.e. Alumni Association, Special Events, Communication Dept., etc.) in regards to creating PR campaigns for upcoming events that are held on campus. The Director of Public Relations is responsible for creating an end of semester newsletter, to be sent to the PRSSA national office in New York” on November 20, 2012.

This document updated to reflect the change in Article 6: Officers to reflect the deletion of Section X Director of Alumni Relations on November 20, 2012.

This document updated to reflect the change in Article 6: Section XII, Director of Unity PR to reflect the addition of the following duties “The Director of Unity is also responsible for the creation of a contract with clients with approval from the Executive board” on November 20, 2012.

This document updated to reflect the change in Article 6: to reflect the combination of Section XI Historian position and Section XII Webmaster position on November 20, 2012.

This document updated to reflect the change in Article 6: Section I, section C was added to reflect “The President must have served at least one term as an officer prior to being elected President” on November 20, 2012.