

Public Relations and Advertising Club Constitution
Ratified 5/2006

Preamble

WE, the students of Pittsburg State University, in order to promote the opportunity to develop individual leadership qualities and an understanding of group action; to provide a “real world” experience to supplement and complement formal education of Pittsburg State University; to allow students to not only see but gain experience in the public relations and advertising field; to develop relationships with others in the public relations and advertising industry; to help out the community and other organizations on campus by providing a quality service that is intended to help such organizations improve their public relations and advertising departments. We, therefore, ordain and establish this Constitution of the Public Relations and Advertising Club.

Article I – Name

1. This organization shall be known as the Public Relations and Advertising Club (Hereafter known as PR/Ad Club).

Article II – Purpose

1. To establish communication links for the students with people in the public relations and advertising industry.
2. To help community and campus organizations to improve their public relations and advertising departments.
3. To help students experience the public relations and advertising industry through the community and mini competitions.
4. To be known on campus and throughout the community for their commitment towards the client.
5. To provide individual growth opportunities for students in leadership, social, and academic arenas.
6. To promote and maintain an on-going relationship with SAB, SAP, and Lamda Pi Eta.

Article III – Structure

1. The PR/Ad Club shall have an executive team consisting of the following positions: President, Vice President, and Records Coordinator.
2. The PR/Ad Club shall have one advisor whose main function is to provide support to the club and its activities.
3. The PR/Ad Club shall have committees to take charge of clients and other important PR/Ad Club events. (All members shall have an active roll in at least one committee.)
4. The PR/Ad Club shall have a committee chair for each committee created.

Article IV – Selection

Section I – General Membership Selection

1. Membership shall be open to all who fill out a PR/Ad Club application.
 - a. If a member has been dropped from the PR/Ad Club, they must fill out a new application to join.
 - b. Everyone must pay 20 dollars in the amount of dues to the PR/Ad club at the beginning of the semester.
 - i. Payment is due by the 3rd regular club meeting; failure to pay the 20 dollars will result in the failure to join the PR/Ad Club.

- ii. If a member is rejoining, or joining mid-semester dues must be collected before the club will recognize them as a member.
 - c. Everyone is required to attend at least 2 meetings per month.
 - i. Special permission may be granted to miss a meeting by telling the Secretary why member may not attend the meeting.
 - ii. If an extended absence is going to be necessary, permission must be asked from the President.
 - d. Every member is entitled to one written warning before having membership automatically removed.
 - i. Removal from PR/Ad Club will go into effect one week after the written warning was sent out, unless member comes forward to the Secretary and explains the situation.
 - ii. The Secretary shall be in charge of sending out written warnings, unless the disciplinary action is due to GPA or other personal matter that the Advisor deems necessary. In that case the Advisor is responsible for disciplinary action.
 - e. Membership is contingent on maintaining a GPA of 2.0 or higher on a 4.0 scale. (Only the Faculty Advisor shall handle all GPA information.)
- 2. This organization shall not discriminate on the basis of gender, race, religion, age, sexual orientation, political affiliation, or any other grounds without merit.

Section 2 – Executive Team Selection

1. The applications for executive team positions will be made available to all members. (Executive Team memberships are contingent on maintaining a GPA of 2.5 or higher on a 4.0 scale.)
2. Selection of the Executive Team of the PR/Ad Club shall be held no later than the first week of April. An exception shall exist in the instance of replacing impeached executives.
3. The Advisor shall run the executive election process.
 - a. In the event the advisor is unable to be present, the outgoing Secretary shall run the election process.
 - b. In the event that the Secretary is running for office again the top most out going senior shall run the election process... starting with the president position, with the vice president, and committee chairs following respectively.
4. During the election meeting each executive candidate will have 10 minutes to present a campaign stating what their strengths and intentions will be as officers. Five minutes will be allotted for the candidate speech and the remaining five for question and answer from the members.
5. Candidates running for executive positions will then leave the room and the rest of the members will hold a general discussion for no more than five minutes.
6. The club will vote upon each executive board position after individuals for each position has had the opportunity to speak and answer questions.
7. There will then be a secret ballot taken by the members for the executive board positions in which a simple majority vote will declare the winner. (All ballots shall be turned into the advisor.)
8. In the case of a tie vote the Advisor shall make the final decision.
9. Notification of the executive council shall be announced following the selection of each position.
10. The new executive team will assume their respective duties, upon completion of “training” from the former executives and will run the last meeting of the semester.

- a. Training shall consist of the former executives and the new executives working together for the remaining weeks in April.
 - b. Both sets of executives will attend the executive meetings and have input on all issues.
 - c. The last meeting shall be the first week in May.
11. The Secretary will keep a record of the results in case a fill must occur later.

Section 3 – Committee Chair Selection

1. New executives may not also serve as committee chair leaders with the exception of the Vice President as the Client Committee Chair.
2. The new Secretary shall run the committee chair election process.
3. Applicants for Committee Chairs shall nominate themselves or are nominated by at least one other active member of the PR/Ad Club.
4. Nomination and voting shall take place during the elections meeting.
5. Each person who nominates an applicant for a committee chair shall give a speech no longer than 5 minutes as to why the applicant should serve.
6. Any active member shall allow questions to the applicants during these 5 minutes.
7. Notification of the committee chairs shall be announced following the selection of each position.

Article V – Impeachment and removal from office

Section 1 – Grounds for Impeachment of Executives or Committee Chairs

1. PR/Ad Club executive board members or council representatives may be impeached for not fulfilling their duties as assigned.
2. Impeachment may occur in the instance of a member no longer maintaining a GPA of 2.5 or higher or as a result of more than two unexcused absences to PR/Ad Club meetings.
3. Failure to improve on the written recommendations provided by executive team may result in impeachment.

Section 2 – Impeachment process of Executives

1. The officer shall be notified of poor performance in his/her duties by the member(s) of PR/Ad Club in writing.
2. The officer shall have a meeting with the individual(s) bringing forth charges and the advisor.
3. The officer shall be given two weeks to improve upon these charges.
4. After a two week period there will be a review by the person(s) who have brought forth the charges and will be discussed with the advisor.
5. If performance has not improved recommendation for impeachment shall be brought forth before the members and must be approved by a majority vote of the membership to continue proceedings.
6. If majority rules, then impeachment proceeding will begin and the entire membership will be apprised of the charges, the executive board member being brought up on charges will be afforded the opportunity to speak and will then leave the room.
7. A discussion by the members will then take place and a vote as to whether or not the executive member shall be impeached shall take place. A 2/3 majority vote shall result in impeachment of the executive.
 - a. The Secretary shall lead the impeachment process.

- b. If the Secretary is the one brought up on charges the proceedings shall be run by the top most executive present.

Section 3 – Replacement of Impeached Executives

1. The next eligible candidate will be asked if they would like to fill the position in question prior to conducting another election.
2. See Article IV, Section 1 under Executive Team.

Section 4 – Removal of Committee Chairs

1. Committee chair(s) in question shall have a meeting with the executive team to discuss the allegations and possible disciplinary action.
2. No executive team or team member may dismiss a Committee Chair without a 2/3 majority vote of the executive team, and the entire membership.
3. The executive team may review the case of a committee chair and vote to submit the said chair to the said chair to the entire membership for a vote of dismissal, only to be confirmed by a 2/3 majority vote of the entire membership.
4. Committee Chairs who have a total of three consecutive absences will receive a letter of warning or phone call of concern from the Secretary.

Section 5 – Replacement of Committee Chair

1. The next eligible candidate will be asked if they would like to fill the position in question prior to conducting another election.
2. Refer to Article IV, Section 2.

Article VI – Resignation from office

Section 1 – Resignation of Executives

1. If an executive cannot fulfill his/her duties s/he may resign by submitting a formal written resignation at a scheduled executive meeting. PR/Ad Club Executive board members may also be removed at any time deemed necessary by the PR/Ad Club Advisor. At the following regular meeting an announcement will be made to the membership.

Section 2 – Replacement of Executives

1. The next eligible candidate will be asked if they would like to fill the position in question prior to conducting another election.
2. For replacement of executives, refer to Article IV, Section 1, and Selection.

Section 3 – Resignation of Committee Chairs

1. If a Committee chair cannot fulfill his/her duties s/he may resign by a written notification to the President.

Section 4 – Replacement of Committee Chairs

1. The next eligible candidate will be asked if they would like to fill the position in question prior to conducting another election.
2. For replacement of representatives, refer to Article IV, Section 2, and Selection.

Article VII – Meetings

1. The executive team shall meet once every week during the academic year, excluding finals, dead week, and holidays. (The executive meeting shall be held on the same day of the week, the same hour of the day, and in the same location throughout the year.)

2. The President has the right to call off an executive board or council meeting if s/he deems necessary.
3. The general membership shall meet once every week during the academic year following representative selection, excluding finals, dead week, and holidays.
 - a. The general meetings shall be held on the same day of the week, the same hour of the day and in the same location throughout the year.
 - b. The general meeting shall be held at 12:00p.m. on Wednesday, in the Student Union.
4. A quorum shall consist of $2/3$ of the members in good standing.
5. All general membership meetings shall be open to all students who wish to attend.
6. PR/Ad Club may call on Robert's Rules of Order as its parliamentary source. (See attachment for ideas on how Robert's Rules of Order works.)

Article VIII – Voting

1. All members shall have one vote in all voting meetings.
2. In the event of a tie the President shall cast the deciding vote.
3. Executive board members excluding the president have one vote.
4. The Secretary is in charge of all voting issues, with the exception of election of executives. (All voting must be done at a physical regular meeting.)

Article IX – Legislation, Bi-laws, and Amendments

1. Legislation, bi-laws, and amendments may be submitted by any member who is in good standing.
2. Legislation, bi-laws, and amendments shall be prior to the weekly executive team meeting.
3. Legislation, bi-laws, and amendments not received by the previously specified time will be put on first reading for the next weekly meeting.
4. These shall be posted on the PR/Ad Club website, where all members can see them and bring input before the executive team for discussion.
5. Legislation shall be passed by a simple majority vote.

Article X – Ratification of the Constitution

1. Ratification shall be granted by a $2/3$ affirmative vote of the executive team.
2. The newly adopted constitution supersedes all previous constitutions.