

Upstate South Carolina Chapter



Penn State
Alumni Association

Bylaws of the Upstate South Carolina Chapter Penn State Alumni Association Rev. 4 - May 19, 2012

ARTICLE I

Section 1: Name

The name of this organization shall be the Upstate South Carolina Chapter of the Penn State Alumni Association (the "Chapter"), a field organization of the Penn State Alumni Association (the "Alumni Association").

Section 2: Purpose

The chapter is organized to promote the welfare of the Pennsylvania State University (Penn State) and to provide service to chapter members. In furtherance of this goal, the chapter shall assist the Alumni Association to develop programs beneficial to Penn State. The chapter shall work to establish a network of close fellowship and cooperation among members of the Penn State family (alumni, parents of students, friends, and fans) residing in the upstate area of South Carolina, primarily in and the surrounding areas of Greenville, Spartanburg, Clemson and Anderson. Through this network, the chapter shall endeavor to enhance the area's knowledge of Penn State's programs and activities and the accomplishments of its students, faculty, and alumni, and shall assist in Penn State's recruitment of outstanding applicants for admission.

ARTICLE II

Section 1: Membership

Active. Any alumni, parents of students, friends, and fans of Penn State are eligible to become active members in the chapter.

Honorary. All alumni and non-alumni members of the Penn State family who have distinguished themselves by their support of Penn State are eligible to become honorary members of the chapter. Appointment as an honorary member requires approval of the Board of Directors.

Section 2: Dues

Annual dues shall be charged to all active members of the chapter and shall be determined by the recommendation of the Treasurer based on his/her financial report. Dues will be collected on an annual basis to cover the chapter's cost of operating for one fiscal year. According to the current Treasurer's recommendation, dues shall be charged as follows: Individuals \$30.0, Families (including immediate members only) of 2 or more \$30.00.

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ARTICLE III

Section 1: Executive Board

The officers of the chapter shall consist of a president, vice-president, secretary, and treasurer. All officers must be alumni of Penn State University and shall be elected from the Board of Directors.

Section 2: Board of Directors

The Board of Directors (Board) shall consist of the chapter committee chairs as well as a member of the chapter if necessary to keep the number of the sum of the Executive Board and Board of Directors odd. Ex-officio members may also serve on the Board of Directors, but shall not be entitled to vote or hold office in the chapter.

Section 3: Terms of Office

Officers. The term of office for the officers of the chapter shall be two years. Officers of the chapter may be re-elected, but successive full terms of office shall be limited to two.

Board of Directors. The term of office for voting members of the Board shall be two years. Board members may be re-elected.

Ex-Officio Members.

Past-Presidents. A past-president who is not re-elected to the Board may be an ex-officio member of the Board for one year beyond the expiration of his/her term of office as a member of the Board, if he/she desires.

Executive Director of the Alumni Association. The executive director of the Alumni Association shall be a permanent ex-officio member of the Board.

Leaders of Other Local Organizations Officially Recognized by Penn State or the Alumni Association. The president may appoint the leaders of other local organizations that have been officially recognized by Penn State or the Alumni Association to serve as ex-officio members of the Board.

Legal Counsel. The president may appoint a chapter member to serve as legal counsel to the Board.

Vacancies. If vacancies occur, the Board may elect new board members to serve for the remainder of the unexpired term.

Section 4: Elections

The members of the Board, and any remaining vacancies, shall be elected at the annual chapter meeting. Election of board members shall be made by the members present at the annual meeting. A simple majority of the members present shall be required to affirm the nominations for board membership as set forth by the nominating committee.

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In the event that nominations for board membership are not accepted by the members of the chapter at the annual meeting, the nominating committee shall be responsible for recommending new nominees, with a subsequent vote by the chapter membership required to affirm those nominations.

ARTICLE IV

Section 1: Duties of Officers

The duties of the officers shall be those set forth below and such additional duties as assigned by the Board.

President. The president shall serve as chair of the Board and may serve as an ex-officio member of chapter committees. He/she shall manage the day-to-day business of the chapter, appoint committee chairpersons, call chapter and board meetings, and preside at those meetings. The president shall inform the national Penn State Alumni Chapter Office (the "Alumni Office") of chapter activities and shall submit to that office an annual "State of the Chapter" report immediately following the annual meeting.

Vice-President. In the absence or disability of the president, or at his/her request, the vice-president shall perform the duties of the president. If the office of the president becomes vacant, the vice-president shall become president until the next annual election of officers by the Board. He/she may serve as an ex-officio member of chapter committees and shall perform such additional duties as may be delegated to him/her by the president.

Secretary. The secretary shall keep the official minutes of the meetings of the chapter and the Board, and shall send copies to the Alumni Field Director. He/she shall maintain the official copy of the chapter's charter, bylaws, past-chapter, and board meeting minutes, and shall be responsible for archiving the chapter's documentation reflecting historical experience from programs and committee work.

Treasurer. The treasurer shall be responsible for all receipts and disbursements of the chapter and shall assist the secretary with the chapter's records, as necessary. The treasurer shall be responsible for overseeing that disbursements are made in accordance with the guidelines in the chapter's annual budget, recommended by the finance committee and approved by the Board. He/she shall be responsible for submitting a current financial statement regularly. He/she shall submit an annual financial report at the annual meeting of the chapter and shall send a copy to the Alumni Office.

Section 2: Duties of the Board

The Board is the legislature of the chapter and is empowered to establish local policy, consistent with the program set forth by the Alumni Association.

The Board shall meet on a regular basis. The location and time of chapter meetings is discussed and agreed upon by the Board. It is the responsibility of each board member to stay current on meeting locations, or in the case of absence from a meeting, confirm future meeting locations with the secretary or other officer.

The Board shall hold a minimum of four meetings each year and other meetings called by the president at his/her discretion or upon petition to the president bearing the signature of at least one-third of the voting members of the

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Board. A petition for meeting shall state the specific purpose for holding such a meeting. The president shall call a meeting within seven days and shall hold such a meeting within 14 days of receipt of petition.

Voting members of the Board shall attend all meetings of the Board with the exception of two absences per term year. More than two absences is grounds for the removal from the Board. The third and subsequent absences require board approval. The secretary shall maintain the record of attendance.

The voting members of the Board shall be comprised of the standing committee chairs plus one chapter member if necessary.

ARTICLE V

Section 1: Committees

The chapter shall keep four standing committees (Recruiting, Professional Development, Chapter Membership and Social Events) 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 three members, including the ex-officio members. Members of each committee shall appoint a chair to direct committee operations. The president or vice-president shall serve as an ex-officio member of all committees.

Section 2: Functions of Committees

The function of the committees shall be those set forth below and such additional functions as assigned and agreed upon by the Board.

Recruiting. The recruiting committee assists the Undergraduate Admissions Office in recruiting qualified students for Penn State.

Professional Development. The professional development committee shall work in conjunction with other chapter committees to foster the professional development of chapter members by creating continuing education and networking opportunities.

Social Events. The social events committee shall assure that the schedule of activities consists of a well-rounded series of events designed to promote all aspects of Penn State's efforts to recruit its scholastic, athletic, and cultural activities and to support Penn State's efforts to recruit outstanding students.

ARTICLE VI

Section 1: Annual Chapter Meeting

The chapter shall hold an annual meeting between April 1st and June 30th. At the annual meeting, Board members shall be elected to fill the positions for expired terms.

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Section 2: Special Chapter Meetings

The President shall call special chapter meetings that are included in the chapter's annual schedule of activities or that are necessary to carry out the purposes of the chapter.

ARTICLE VII

Section 1: Adoption

These bylaws shall be officially adopted upon its approval by the majority vote of the members of the chapter in attendance at any regular or special meeting of the chapter. It shall take effect upon the granting of a charter by the Executive Board of the Alumni Association, authorizing its functioning as one of the official Penn State chapters.

Section 2: Amendment

These bylaws may be amended by a majority vote of all chapter members present at any meeting called by the board. Chapter members shall be given notice no fewer than 30 days of an amendment proposal prior to the amendment's vote. No amendments shall take effect until duly approved by the Executive Board of the Alumni Association.