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 **Student Chapter Bylaws Template**

**Article I - NAME AND AFFILIATION**

Section I. The name of this organization shall be (INSERT NAME HERE,) a Student Chapter of the Florida Public Relations Association (FPRA).

Section II. The (NAME HERE), is affiliated with, and will work closely with the (NAME of HOME PROFESSIONAL CHAPTER HERE) of the Florida Public Relations Association.

Section III. The (NAME HERE) is part of a statewide organization under the name of the Florida Public Relations Association. As such, (NAME HERE) is subject to abide the Association’s bylaws, policies and procedures.

**Article II - GOALS**

The goals of this organization shall be:

1. To promote the highest standards of public relations ethics as defined in the Florida Public Relations Association’s Code of Ethics.
2. To provide forums for the effective exchange of public relations knowledge, ideas, trends and innovations and to initiate educational programs concerning public relations.
3. (NAME HERE) will strive to foster cooperation, friendship and professionalism among members, faculty, practitioners and other like-minded organizations.

Also, subject to prior approval by the Florida Public Relations Association’s State Board of Directors, to take positions and initiate actions on issues of concern to the student members of (NAME HERE).

**Article III - MEMBERSHIP**

Section I. Membership in (NAME HERE) shall be open to members in good standing with the Florida Public Relations Association and who are enrolled in the host, accredited school, (NAME OF COLLEGE/UNIVERSITY HERE).

Section II. Membership categories shall be the same as directed by the Florida Public Relations Association.

Section III. All applicants for membership shall complete and sign the application form provided by the Florida Public Relations Association and submit it to the Association’s headquarters referred to as the State Office for approval. All membership applications include an agreement by the applicant to abide by the Association’s Code of Ethics and to pay dues assessed by the Association.

**Article IV - DUES**

Section I.Student membership dues are established by the Florida Public Relations Association.

Section II. Student chapters are able to assess additional dues on top of the Association’ dues to build their treasuries. See Association’s policy titled Student Chapter Formation for established guidelines.

Section III. Dues collected by the Student Chapter are to be turned into FPRA’s State Office, less additional fees charged by the (NAME HERE).

Section IV. Dues are paid on an annual basis and are good from September 1 to August 31.

**Article V - OFFICERS**

Section I. Elected officers of (NAME HERE) shall be:

* President
* President-Elect
* Secretary
* Treasurer
* Vice Presidents (i.e. Communications, Programming and Technology)

Section II: Officer Requirement: Any voting member who is a full-time student enrolled in an accredited college or university (NAME OF SCHOOL HERE), pursuing studies in public relations, communications, journalism or a related field, and/or demonstrates an interest in pursuing a career in public relations.

Section III. Nominations: A candidate may be nominated for more than one position. A candidate must be an official dues-paying member of the student chapter. Nominations from the floor shall be taken during the meeting prior to the elections. An officer may run again for a position previously held.

Section IV. Election(s): Will be held at the end of the fall semester, and/or the end of the spring semester.

Section V. Terms: Officers terms are not to exceed one year.

Section VI. Vacancies: May be filled by special election to be called within three weeks of the time such vacancies occur. In the event no candidate receives a majority vote of members present and voting, a run-off election will be held between the two top candidates. Qualifications and procedures for such elections shall be the same as the general election.

Section VII. Removal of Office: The student chapter Board of Directors may in its discretion, by affirmative vote two-thirds of its members, remove any Director for cause.

Section VII. Compensation: Members of the Board shall not receive any compensation for services.

**Article VI - MEETINGS OF MEMBERS AND VOTING**

Section I. (NAME HERE) will hold at least one (1) meeting per month.

Section II. Special meetings may be called by the Board of Directors at any time or may be called by the President upon written request of ten (10) percent of the current membership or by the advisor(s). The business of any special meeting shall be stated in the meeting notice.

**Article VI - MEETINGS OF MEMBERS AND VOTING *continued***

Section III. At each meeting of (NAME HERE) each member shall have one vote, votes must be made in person. Unless otherwise specifically provided by these Bylaws, a majority of those voting members present and casting a vote shall govern.

Section IV. At any meeting where student chapter business is being conducted, a quorum shall consist of ten percent (10%) to the chapter’s voting members, provided that no less than ten (10) voting members are present.

Section V. Noting of any meeting of the membership of (NAME HERE) for official business must be provided to each member not less than ten (10) days in advance of the meeting. In order to ensure notification the notice must be posted on an officially designated chapter business FPRA bulletin board and sent to each registered member at their e-mail address. Such notification does not apply to general meetings.

Section VI. A quorum shall consist of fifty one percent (51%) of current members in good standing.

Section VII. Meetings and procedures of this organization shall be regulated according to common etiquette of business organizations. The presiding officer has the right to revert to Robert’s Rules of Order in situations deemed appropriate by that officer.

**Article VII - ADVISORS**

Section I.This organization shall have a faculty advisor who shall act as official liaison between the (NAME HERE), the academic community and the State Office of FPRA. In addition, the organization shall have a professional advisor, titled the Student Chapter Liaison, who will represent the practice of public relations and who shall be appointed on a yearly basis by the president of the student chapter’s professional home chapter – (NAME of PROFESSIONAL HOME CHAPTER HERE).

Section II. The assigned faculty advisor to the (NAME HERE), a Student Chapter of FPRA, must be a dues paying member of FPRA.

**Article VIII - DUTIES OF OFFICERS**

Section I. The chapter’s President shall be the chief executive officer of the (NAME HERE), a Student Chapter of FPRA. The President will serve as the chair of the chapter’s Board of Directors and preside over all chapter meetings. The President will work closely with each member of the Board of Directors seeing that their needs are met and their level of motivation is high.

Section II. The chapter’s President-Elect will work closely with the President and the professional liaisons in representing the organization to its various publics, and in the absence of the President, chair all organization meetings. In addition, the President-Elect shall perform such duties as assigned by the chapter’s Board of Directors.

Section III. The chapter’s Secretary shall be responsible for recording the minutes of each official meeting. In addition, the Secretary will coordinate all organizational correspondence, maintain organization files, maintain the organization bulletin board, reserve meeting space, provide notice of official meetings to members and perform other duties as directed by the chapter’s Board of Directors.

Section IV. The Treasurer will keep financial records of the organization subject to audit two (2) weeks prior to the end of the Treasurer’s term of office. The Treasurer is also the coordinator of organization fundraising activities. The Treasurer will submit a financial statement, with bank statement copies, at each organization meeting and perform other duties as directed by the Board of Directors.

**Article VIII - DUTIES OF OFFICERS *continued***

Section V. Vice Presidents shall be responsible for such duties as are individually assigned to him or her by the President with the approval of the Board of Directors. Number of Vice Presidents shall be determined by the need of the (NAME HERE), a Student Chapter of FPRA.

**Article IX - BOARD OF DIRECTORS**

Section I. The Board of Directors will govern over the operations of (NAME HERE) subject to review by the general membership.

Section II. The Board shall consist of all officers. Advisor(s) shall be encouraged to attend the (NAME HERE) Board meetings.

Section III. A quorum of the Board will be called by the President or by request of three members of the Board of Directors, or by the Advisor(s).

Section IV. Meetings of the Board shall be open to the public.

**Article X - COMMITTEES**

Section I. The President shall, with the approval of the Student Chapter Board of Directors, appoint such other special committees, subcommittees or task forces as are necessary and which are not in conflict with other provisions of these Bylaws, and the duties of these committees shall be prescribed by the Chapter Board of Directors under appointment.

Section II. To ensure the consistent and timely flow of (NAME HERE) chapter business and communications, the appointment of a Summer Committee is authorized. This Summer Committee shall consist of volunteers from the membership who are staying in town and will be chaired by the most senior member of (NAME HERE) Board of Directors. In the event that no members of the Board remain in town, the Summer Committee shall elect its own chair. With the exception of financial business, the Summer Committee shall function as the representative body of the Chapter until the return of the Chapter’s elected officers. For continuity, any programs, projects and/or objectives established by the Summer Committee need to be reviewed and approved by the chapter’s elected officers.

**Article XI - FINANCES**

Section I. The fiscal period of (NAME HERE), a Student Chapter of FPRA, is September 1 through August 31.

Section II. The Student Chapter Board of Directors will adopt a budget each semester. Proposal of the budget shall be the responsibility of the President and Treasurer.

Section III. The organization shall use its funds only to accomplish the objectives of the organization as set forth in these Bylaws.

**Article XII - DISOLUTION OF STUDENT CHAPTER**

Section I. In the event of the dissolution of the (NAME HERE), a Student Chapter of FPRA, all money in the Chapter’s treasury will revert to the State Association (FPRA).

**Article XIII - AMENDMENTS**

Section I. Amendments may be proposed by:

1. The Florida Public Relations Association’s Board of Directors (State Level)
2. Student Chapter Board of Directors
3. Upon petition of any five (5) qualified voting members of the Chapter

Section II. Amendments are first approved by the Student Chapter Board of Directors, then submitted to the Association Board of Directors (State) for consideration. The Association Board of Directors determines if the amendment(s) are consistent with the Association’s Bylaws. If the Association Board of Directors does not approve, it shall clearly communicate the reasons for denial to the Student Chapter Board of Directors with an explanation of necessary changes to make the desired amendment acceptable and consistent with FPRA’s Bylaws.

Section III. Upon approval from the Association’s Board of Directors, these bylaws and any subsequent amendments may be adopted or repealed by: a.) a minimum two-thirds vote of the voting membership in attendance at any regular or special meeting of the Student Chapter, provided that notice of such proposed bylaws or amendments is sent in writing to the members at least fifteen (15) days before such meeting, or b.) a minimum two-thirds vote of the voting members voting via mail/email by a thirty (30) day ballot. All such proposed amendments shall be presented by the Board to the membership, with or without recommendation.