



# **CHAPTER BY-LAWS**

**January 2018**

**Dayton Chapter  
Penn State Alumni Chapter  
By-Laws**

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## **ARTICLE I**

### **Section 1. Name**

The name of this organization shall be the Dayton Chapter of the Penn State Alumni Association (hereafter called the “Chapter”). The Chapter is a field organization of the Penn State 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 Dayton, Ohio area. 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.

### **Section 2: Dues**

Annual dues for membership to the Chapter shall be determined by the Board of Directors (hereafter called the “Board”).

## **ARTICLE III**

### **Section 1. Officers**

The officers of the Chapter shall consist of a president, vice-president, recording secretary, and treasurer. All officers shall hold concurrent memberships in the Alumni Association and the Chapter, and shall be elected from the Board.

### **Section 2. Board of Directors**

The Board shall consist of up to 18 members. All Board members shall hold concurrent memberships in the Alumni Association and the Chapter.

### **Section 3. Terms of Office**

The term of office for the officers of the Chapter shall be two years. The recording secretary and treasurer of the Chapter may be re-elected. The term of office for members of the Board shall be one year and may be re-elected. The vice-president will become the president upon the expiration of the president's term. The president may not serve consecutive terms as the president.

### **Section 4. Elections**

Any Chapter member may be nominated for a Board position as long as the qualifications described in Article III Section 2 are met. Chapter members in attendance at the annual Chapter meeting shall elect members of the Board, and any officer positions that are vacant. The new officers and Board members shall take office at the subsequent Board meeting. Officer and Board vacancies that are not voted on at the annual Chapter meeting may be filled during the year by appropriate nomination to the president and majority vote of approval by the Board.

## **ARTICLE IV**

The duties of the officers are listed below:

### **Section 1. Duties of Officers**

#### **President**

The president will:

- Chair the Board.
- Manage the day-to-day business of the Chapter.
- Appoint committee chairpersons and vacancies.
- Call Chapter and Board meetings.
- Preside at all meetings.

- Approve the annual budget.
- Inform the national Penn State Alumni Chapter Office (the “Alumni Office”) of Chapter activities.
- Provide to Alumni Office an annual “State of the Chapter” report following the annual meeting including a copy of the annual financial report.

### **Vice-President**

The vice-president will:

- Perform the duties of the president in the absence or disability of the president, or at the president's request.
- Assume the office of the president if it becomes vacant and serve as president for remainder of the term of office.
- Perform such additional duties as may be delegated by the president.
- Assist the Treasurer in preparing the annual budget.

### **Secretary**

The secretary will:

- Keep the official minutes of the meetings of the Chapter and the Board and shall provide copies to the Alumni Regional Director.
- Maintain the official copy of the Chapter’s charter, By-Laws, and Board meeting Minutes
- Archive the Chapter’s documentation reflecting historical experience from programs and committee work.
- Maintain contact with the Alumni Association and notify the Alumni Office of address changes, achievements, and other pertinent information as necessary.

### **Treasurer**

The treasurer will:

- Draft the annual budget.
- Maintain copies of all receipts and disbursements of the Chapter.
- Ensure that disbursements are made per the guidelines in the Chapter's annual budget.
- Provide current financial summary at all regular meetings.
- Provide an Annual Financial Report at the annual meeting of the Chapter.
- Maintain Chapter checking account and current signature cards for the treasurer, and president. If the president chooses not to be on the signature card, another board member can be chosen with board members approval.
- All expenditures in excess of \$500 will require documented approval from the second signer that is currently on file at the chapter banking institution.

## **Article V**

### **Section 1. Committees**

The five standing committees are membership, communication, community service, scholarship, and student recruiting.

## **Section 2. Responsibilities**

**Membership Committee:** The chair or director shall maintain a data base file of all Chapter members. The membership committee shall review the Alumni Association list of local area alumni when available and recommend Chapter membership recruiting activities.

**Communications Committee:** The communications committee shall work with the Penn State Office of Public Information, through the local media, to inform the public of notable Penn State achievements and accomplishments of its students, faculty, and alumni. The committee shall be responsible for the generation of a quarterly newsletter and necessary mailings. An assigned “web master” will maintain and update the Chapter Web Page.

**Community Service Committee:** The community service committee shall serve as a liaison between the Chapter and non-profit community service organizations for providing Chapter members an opportunity to assist in community projects and programs.

**Scholarship Committee:** The committee shall administer the Chapter scholarship program.

**Student Recruiting Committee:** The committee will provide information to prospective students at the local College Fairs and high schools and maintain a supply of current Penn State brochures and recruiting material. The chair will also serve as liaison between the Chapter and the University admissions office and ensure Chapter representatives are provided information and training annually.

## **ARTICLE VI**

### **Section 1. Annual Chapter Meeting**

The Chapter shall hold an annual meeting to present a summary of the year's past events. Elections will be held for Board members and any officer positions that are vacant (Ref: Article III, Section 4). When possible, this meeting will be conducted in concert with a banquet that includes a speaker and presentation of Chapter awards. (Note: Fiscal year is July 1 – June 30)

### **Section 2. Board Meetings**

The President shall call Board meetings as deemed necessary to conduct the business of the Chapter. A minimum of two meetings will be held per year. The quorum for conducting business is 50% of the current board. The President will develop the meeting agenda and conduct it according to modified Robert's Rules of Order. Major business should have a motion, second, discussion and vote. The Board minutes will document all significant discussions and decisions including elections, appointments and proposals.

## **ARTICLE VII**

### **Section 1. Adoption**

The Chapter By-Laws shall be officially adopted upon its approval by the majority vote of the Board in attendance at any regular or special meeting of the Chapter.

### **Section 2. Amendment**

The Chapter By-Laws will be reviewed annually. The By-Laws may be amended by a majority vote of the Board present at any duly called Board meeting. No amendments shall take effect until duly approved by the Executive Board of the Alumni Association.

Deborah Crusan, Ph. D

**Secretary**  
**Dayton Chapter**  
**Penn State Alumni Assoc**

John J. Glaser

**President**  
**Dayton Chapter**  
**Penn State Alumni Assoc**