

By-Laws

Public Relations Association of Mississippi Central Chapter

1978

(Revised 1986, 1991, 1996, 2000, 2003, 2004, 2007, 2012, 2018)

Article I Organization

- Section 1. The name of the organization shall be the Public Relations Association of Mississippi - Central Chapter, hereafter referred to as the Chapter. The Chapter is a non-profit organization conducting its activities in the State of Mississippi. The Chapter is an autonomous affiliate of Public Relations Association of Mississippi (PRAM) and Southern Public Relations Federation (SPRF).
- Section 2. The rules contained in Robert's Rules of Order shall govern the deliberations of the Chapter and the Board of Directors in all cases in which they are applicable and not in conflict with the Constitution and By-laws of the Chapter.

Article II Officers and Duties

- Section 1. The President shall preside at all meetings of the Chapter and board meetings and with the Secretary shall sign as legal representative of the Chapter all documents approved by the Board of Directors. The President shall represent the Chapter at all state and regional meetings. The President shall chair the Board of Directors.
- Section 1a. The President-Elect shall assist the President in all duties in regards to Chapter business. In the absence of the President, the President-Elect shall preside at meetings of the Chapter.
- Section 2. The Vice President/Programs shall be in charge of all program arrangements and shall appoint Board-approved committees to assist in carrying out this function.
- Section 3. The Vice President/Membership shall be responsible for the recruitment and installation of new Board-approved members. Upon Board approval of a new member, the Vice President/Membership shall be responsible for sending the Secretary written notice of the new member. The Vice President/Membership is also responsible for contacting prospective new members and forwarding all correspondence concerning information about the Chapter, the State Association, and SPRF. The Vice President/Membership also chairs the annual October membership luncheon. The Vice President/Membership shall serve a two-year term.
- Section 4. The Vice President/Communications is responsible for producing the chapter newsletter, maintaining the Internet web site, and publicizing chapter events.

- Section 5. The Secretary shall be responsible for keeping the official records of the Chapter including but not limited to the monthly files, meeting notices, and membership list. The Secretary shall also keep a roster of members for distribution on a regular basis to the membership. The Secretary shall serve a one year term.
- Section 6. The Treasurer shall be the custodian of the funds of the Chapter with responsibility for billing and collecting annual dues and preparing and presenting quarterly and annual financial statements to the Board in a format consistent with standard accounting procedures. The Treasurer shall sign all checks, prepare the chapter budget, and check the mailbox weekly. The treasurer shall prepare and publish an annual budget to the membership. The Treasurer shall serve a two-year term.
- Section 7. Career Development Coordinator shall maintain the PRAM Job Bank and shall provide the chapter membership with a current list of job openings. The CDC will coordinate accreditation exams and study groups, and shall work with the Vice Presidents of Membership and Programs to provide continuing professional development education to members.
- Section 8. At-large director shall have full voting rights on board business and coordinate the Central Chapter awards program.
- Section 9. Officers and Board members are expected to attend all meetings of the Board of Directors. If unable to attend, the Board member shall notify the President or Secretary in advance of the scheduled meeting. Two consecutive unexcused absences from Board meetings shall constitute grounds for dismissal from office at the discretion of the Board of Directors.

Article III Committees

- Section 1. The President, with the approval of the Board, 90 days prior to the election of officers, will appoint a Nominating Committee consisting of four former chapter officers, such that these are currently chapter members in good standing. The fifth committee member shall be the Immediate Past President of Central Chapter, who will serve as chair of the committee. The sixth committee member shall be the President-Elect but they will not have a voting privilege on the committee.
- Section 2. The President, with approval of the Board, shall appoint an Awards Committee and Chairman that shall be responsible for developing, upgrading, and implementing a formal Chapter professional awards competition on an annual basis and any other award programs that may be developed by the Chapter. The Awards Committee shall be composed of the Board and the previous year's winners. Award winners shall be screened using criteria developed by this Committee; final selection shall be made by a 2/3 vote of the Awards Committee. In addition, the President may select a "President's Award" recipient. This award may be presented to any board or chapter member in good standing and is decided upon solely by the Chapter President.
- Section 4. The President, with approval of the Board, shall appoint any other special and temporary committees, as he/she deems necessary.
- Section 5. All committees shall make reports at monthly Chapter and Board meetings or as specified by the President.

Article IV
Meetings and Conferences

- Section 1. There shall be a monthly meeting of the Chapter and regularly scheduled monthly meetings of the Board of Directors, or scheduled at the President's discretion. Special scheduled events may replace monthly meetings.
- Section 2. Special meetings of the Chapter may be called at any time at the discretion of the Board, by the President, or upon written request by one-fourth (1/4) of the Chapter members. The notice of such meetings shall state the business for which they are called and no other business may be transacted at such meetings.
- Section 3. Chapter meeting schedules shall not conflict with the Association annual meeting or the SPRF Conference.
- Section 4. Prospective members who have been officially invited by the Vice President/Membership to attend the October membership drive shall have lunch as guests of the Chapter.

Article V
Membership

- Section 1. There shall be four classes of membership:
1. Professional Membership - Is open to anyone who is a full-time public relations practitioner, or someone who is exercising full responsibility for his or her employer's public relations activities.
 - a. Corporate 1 - The membership shall be owned by the business that applies for membership, pays dues, and is represented by an employee. The corporation has the authority to appoint a new member if corporate representative changes employment.
 - b. Corporate 2 - The membership shall be owned by a business that applies for a second (or additional) memberships, pays dues, and is represented by an employee. The corporation has the authority to appoint a new member if corporate representative changes employment.
 - b. Individual - The individual paying dues shall own the membership; the membership shall transfer with the member.
 2. Student Membership - the membership shall be open to any graduate or undergraduate student enrolled full-time in a Mississippi college or university who is preparing for a career in public relations.
 - a. Students who wish to organize a PRAM Central student chapter at their college or university may do so if they join PRAM Central as student members, secure a chapter faculty advisor who is a member of PRAM Central and operate the student chapter within its own constitution and by-laws.
 3. Life Member - At the sole discretion of the Board of Directors, individuals may be awarded the honor of Life Membership. This category is to be used to recognize public relations practitioners who have provided valuable service to the profession and PRAM Central and have formally retired.
 4. Associate Member - Is open to any person employed in an allied field of public relations

whose position or duties exclude them from direct practice of public relations.

- a. Corporate - The membership shall be owned by the business that applies for membership, pays dues, and is represented by an employee. The corporation has the authority to appoint a new member if corporate representative changes employment.
- b. Individual - The individual paying dues shall own the membership; the membership shall transfer with the member.

Section 2. Student membership may be retained no longer than six months beyond graduation.

Section 3. Interpretation of these requirement shall be vested in the Board which shall be guided by the nature of the applicant's occupational duties as described by applicant on the PRAM Central membership application and by the precepts of the Association as stated in the Association Constitution and By-laws.

Article VI Duties and Privileges

Section 1. Each Chapter member shall be entitled to a Certificate of Membership signed by the Chapter President.

Section 2. Only Professional, Student and Life members who have paid current dues shall be eligible to vote.

Section 3. If the right of a member to vote or hold office is questioned, the records of the Chapter shall serve as conclusive evidence.

Article VII Elections

Section 1. Procedure for conduct of a written ballot shall be as follows:

1. Officers and At-large directors shall serve for a term of one calendar year with the exception of the Treasurer and Membership who shall serve two-year terms.
2. The Nominating Committee shall consist of six committee members, four former chapter officers, current chapter members in good standing, the President-Elect, and the Chapter's Immediate Past President serving as chairman. The President-Elect will not have voting rights on the committee. The Nominating Committee shall present a written slate of officers and directors to the Board for approval prior to the October Board meeting, and then to the Chapter in the October chapter meeting. The new slate of officers may not include any Nominating Committee members. Slate mail-out by the Secretary to all members shall be immediate.
3. The membership shall have 30 days for submitting written additions to the slate to the Nominating Chairperson.
4. Section 1.4 - The slate and slate additions shall be presented to the Chapter at the November chapter meeting. Immediately after the November meeting (no longer than five days), the Secretary shall distribute (via e-mail, fax, or U.S. Postal Service) the

official ballots to the entire Chapter membership. Members shall have 10 days from the date of distribution to return their signed ballot to the Nominating Committee chair. All ballots should be marked as such.

5. The Nominating Committee with the President presiding shall count the ballots. A simple majority of those voting is required for election.
6. The President will announce the new officers at the December chapter meeting and install the new officers at the January chapter meeting

Section 2. Qualifications for nominees for officers and directors shall be as follows:

1. Each nominee for the office of president shall have been a Professional member of PRAM for a minimum of three years and must have also been a board member for a minimum of two years, including the year immediately prior to becoming president.
2. All other members of the Board shall have been Professional members of PRAM for a minimum of one year.

Article VIII Vacancies

Section 1. Vacancies occurring among the officers of the Chapter shall be filled for the un-expired portion of that term by the Board of Directors with two-thirds (2/3) of the Board of Directors concurring. Such vote may be taken by mail ballot or at a Board meeting.

Section 2. The Chapter Board of Directors may fill vacancies arising in the State Board of Directors, other than an officer.

Article IX Official Roster

Section 1. An official membership roster, which shall be distributed on a regular basis to the membership, be distributed with the current Constitution and By-laws to all members of the Chapter annually. This shall be the responsibility of the Secretary.

Article X Fiscal Year

Section 1. The fiscal year of the Chapter shall be a calendar year, beginning on Jan. 1 and ending Dec. 31.

Article XI Dues

Section 1. Dues for the State Association and SPRF will be paid from the annual membership chapter dues. The remainder of the dues shall be paid to Central Chapter.

Section 2. Dues will be paid to the Chapter based on the membership as of Jan. 1 of each year. Full dues received from new members in or after October shall be good for the remainder of the current year as well as the following year. Dues are to be paid upon Board approval of membership.

Section 3. Members shall be entitled to receive all publications and services. The Board shall determine the proportion of dues to be devoted to this purpose.

Article XII
Professional Accreditation

Section 1. The Public Relations Society of America's Universal Accreditation Board (UAB) is recognized as the provider of choice for public relations accreditation for chapter members.

Section 2. Central Chapter encourages its Professional members to seek and maintain accreditation through the UAB public relations accreditation program.

Section 3. Beginning Jan. 1, 2005, Central Chapter Professional members who both take and pass the exam to be accredited in the public relations field shall receive a reimbursement of \$100 from Central Chapter. Reimbursement may only be made once and only for the first time the exam is passed.

Section 4. To receive the reimbursement, the person recognized as being accredited must be a Central Chapter Professional member at the time of taking the test and at the time of reimbursement.

Section 5. Reimbursement will be presented in the form of a check at the next regular monthly meeting following notification of accreditation status by UAB and/or Southern Public Relations Federation officials.

Section 6. No reimbursement will be made of fees required to maintain one's accreditation status with the UAB.

Article XIII
Amendments

Section 1. These By-laws may be amended by written ballot upon approval of two-thirds (2/3) vote of the membership of the Chapter.