

By-Laws
Public Relations Association of Mississippi
Central Chapter
1978

(Revised 1986, 1991, 1996, 2000, 2003, 2004, 2007, 2012, 2018, 2025)

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 one additional board member 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. The President shall serve a one-year term.
- Section 1a. The President-Elect shall assist the President in all duties relevant to Chapter business. In the absence of the President, the President-Elect shall preside at meetings of the Chapter. The President-Elect shall serve a one-year term.
- Section 2. The Vice President/Programs shall be in charge of all program arrangements and can delegate Board-approved members to assist in carrying out this function. The Vice President/Programs shall serve a one-year term.
- 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 notice of the new member. The Vice President/Membership is also responsible for engaging prospective new members and ensuring they are added to the database, enabling them to receive 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 regularly checking the chapter email account and responding to or forwarding emails to appropriate board members. They are also responsible for maintaining the website and job bank; and promoting chapter news and events via social media and through news releases. The Vice President/Communications shall serve a one-year term.

- Section 5. The Secretary shall be responsible for maintaining the official records of the Chapter in the PRAM Google Drive, including, but not limited to, monthly files, meeting notices, and the membership list. They are also responsible for producing and disseminating the chapter newsletter and sending digital email communications. 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 regularly, at least once a month. The Treasurer shall prepare and publish an annual budget to the board and make it available to any chapter member upon request. The Treasurer shall serve a two-year term.
- Section 7. The Career Development Coordinator 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. The Career Development Coordinator will serve a one-year term.
- Section 8. The At-large Member(s) shall have full voting rights on board business and coordinate the Central Chapter awards program. The At-Large Member(s) shall serve a one-year term.
- 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 Members.

Article III Committees

- Section 1. The President, with approval of the Board, shall appoint any special and temporary committee he/she deems necessary.
- Section 2. All committees shall make reports to the Board 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 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 State Association's annual meeting or the annual SPRF Conference.

Article V Membership

Section 1. There shall be five classes of Professional 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 the corporate representative changes employment.
 - b. Corporate 2 – The membership shall be owned by a business that applies for a second (or additional) membership, pays dues, and is represented by an employee. The corporation has the authority to appoint a new member if the corporate representative changes employment.
 - c. Individual - The individual paying dues shall own the membership; the membership shall transfer with the member.
 - d. 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.
 - e. 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

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

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.

Section 3. Interpretation of these requirements shall be vested in the Board which shall be guided by the nature of the applicant's occupational duties as described by the 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 Board members shall serve for a term of one calendar year with the exception of the Treasurer and VP of Membership who shall serve two-year terms.
 2. The Nominating Committee shall consist of the current President, the President-Elect, and the Chapter's Immediate Past President, who will serve as chairman. The Nominating Committee shall present a written slate of officers and Board members to the Board for approval prior to the October Board meeting, and then to the Chapter in the October chapter meeting. The slate emailed by the Secretary to all members shall be immediate.
 3. The membership shall have 14 calendar days for submitting written additions to the slate to the Nominating Chairperson.
 4. The slate and slate additions shall be presented to the Chapter at the November chapter meeting. The Secretary shall e-mail the official proposed slate to the entire Chapter membership no later than November 30. Members are assumed to accept the slate unless they communicate their objections within 10 days of the distribution date. A simple majority of those voting is required for the election.

The Board will announce the new officers by December 31 via email, and install the new officers at the January chapter meeting

- Section 2. Qualifications for nominees for officers and board members 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 email ballot or at a Board meeting.
- Section 2. The Chapter Board Members may fill vacancies arising in the State Board, other than an officer.

**Article IX
Official Roster**

Section 1. Only members who have paid their dues for the current year will be considered in good standing and part of the official membership roster. Only members listed on the official chapter member roster will have access to State and SPRF benefits, including APR renewal eligibility and annual conferences.

**Article X
Fiscal Year**

Section 1. The fiscal year of the Chapter shall be a calendar year, beginning on January 1 and ending December 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 January 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 services.

**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 January 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. Members in good standing who earn APR accreditation may submit the confirmation letter to the Chapter Treasurer for the \$100 reimbursement.
- 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 a digitally distributed ballot upon approval of two-thirds (2/3) vote of the membership of the Chapter. Members are assumed to accept the changes unless they communicate their objections within 10 days of the distribution date.