

The following document is the Constitution of PRSSA, the Public Relations Club at Augustana College, Sioux Falls, SD.

### **Article I: Name**

The name of this Club shall be PRSSA.

### **Article II: Purpose**

The purpose of this club shall be: to gain understanding of current theories and procedures of the public relations profession, to encourage the highest ideals, and principles, to instill a professional attitude, and to encourage new professionals, associate, and eventually accredited membership in PRSA.

### **Article III: Membership and Privileges**

Membership in PRSSA shall be open to any undergraduate, graduate, or nontraditional Augustana student who is interested in public relations and the field of communications. Students need not be communication majors or minors to hold positions as officers, to be members of the club, or to attend any even sponsored by the club.

### **Article IV: Executive Branch**

The officers of PRSSA will be the president, vice-president, firm director, secretary, treasurer, national liaison, publicity director, and historian. The terms of the officers shall be for one year with elections being held in March. There shall be no limit to the number of times students may hold the same or different officer positions. The officer positions and duties shall be as follows:

**President:** motivate executive board and members through his or her enthusiastic attitude towards PRSSA; preside at all membership and executive board meetings; appoint all committees, advise committee chairmen, advise all members about Chapter activities; delegate responsibilities of officers and committees; direct overall operations of Chapter; recommend and establish goals and objectives for the Chapter with the approval of the membership, faculty and Professional Advisors; assist the treasurer in collecting annual dues and assume responsibility for providing accurate information on the accompanying dues form to be forwarded to PRSSA National Headquarters on November 1 and again on March 1.

**Vice-President:** motivate executive board and members through his or her enthusiastic attitude towards PRSSA; perform all duties of the Chapter President if the president is absent or unable to perform his or her duties; assist the president in coordinating and directing committee activities and Chapter operations; perform duties as may be delegated by the president; serve as a counselor to the president by recommending goals, objectives, plans and programs; coordinate and disseminate information about PRSA New Professionals and Associate Membership for graduating PRSSA members.

**Secretary:** motivate executive board and members through his or her enthusiastic attitude towards PRSSA; prepare agendas with the help of the president, record the minutes of all executive board meetings, general membership meetings and handle the appropriate distribution of these minutes; maintain a record Chapter members, including a permanent home address and school address of each member; serve as custodian of the

Chapter's charter and other permanent documents, including the Chapter Handbook; notify PRSSA Headquarters and sponsoring PRSA Chapters of changes in Chapter officers or advisors; handle all chapter correspondence.

**Treasurer:** motivate executive board and members through his or her enthusiastic attitude towards PRSSA; work with the Chapter President in preparing the annual budget, collect Chapter and national dues at the times specified in the PRSSA National and Chapter Bylaws and , with the assistance of the president, completely and accurately prepare the PRSSA dues form that accompanies national dues when they are forwarded to the PRSSA Headquarters; provide financial reports periodically to the Chapter membership; collect fees for any Chapter special events and fundraisers; disburse chapter funds with proper approval; provide safekeeping for all Chapter funds and keep accurate financial records.

**Publicity Director:** motivate executive board and members through his or her enthusiastic attitude towards PRSSA; produce the Chapter newsletter on a regular basis through the school year; coordinate press releases, feature articles, advertising and brochures relating to the Chapter; handle all campus and area press issues; help promote recruitment and retention with slide/tape presentations, brochures, fliers and other appropriate aids; post announcements for Chapter meetings throughout campus.

**Historian:** motivates executive board and members through his or her enthusiastic attitude towards PRSSA; maintain and record history of Chapter so it can be passed on from year to year; coordinate photography for the Chapter, the Chapter's scrapbook, and press releases being submitted to FORUM; produce or oversee the Chapter Web site.

**National Liaison:** motivate executive board and members through his or her enthusiastic attitude towards PRSSA; produce or oversee Chapter news on the national web site [www.prssa.org](http://www.prssa.org)

**Firm Director:** motivate executive board and members through his or her enthusiastic attitude towards PRSSA; facilitates PR firms direction with in the organization; oversee PR all accounts.

## **Article VI Faculty Advisor**

The faculty advisor is the official link between the student Chapter and the sponsoring PRSA Chapter. This advisor will be elected annually by Chapter members and carries out the following responsibilities: set a tone of professionalism for the Chapter, its officers and members; motivate members through his or her example and counsel to be active members of PRSSA; stress that PRSSA is a national organization; stress that PRSSA Chapter is not a "club"; represent the Chapter in the sponsoring academic department; explain the objectives of PRSSA to her faculty embers; obtain the support of faculty and other university officials in decision-making positions of behalf of PRSSA and of public relations as a "teachable" profession; communicate departmental attitudes and messages to members of the student Chapter and to the sponsoring PRSA Chapter; carry on continuing communication with the sponsoring PRSA Chapter; meet with the professional Advisor, PRSSA, and PRSA Chapter Presidents early in the academic year to establish objectives for the PRSA\_PRSSA relationship with a mid-year review meeting.

## **Article VII Meetings and Elections**

Meetings of the Chapter will be held at selected intervals as is deemed necessary by the officers, advisor and members. An annual election of officers shall be conducted in March.

### **Article VIII Amendments**

This Constitution may be amended by a majority vote of the Executive Officers. In the event of a tie vote, the Faculty Advisor shall cast the deciding vote.