

KSU chapter of PCMA's Constitution

Updated 4/27/2017

ARTICLE I: Name

Section 1:

Kent State University Chapter of Professional Convention Management Association (PCMA)

ARTICLE II: Purpose

Section 1:

The purpose of the student chapter shall be to familiarize its members with the basic aspects of the meetings and convention field through educational and networking opportunities supported or developed by the PCMA and its members.

Section 2:

KSU chapter of PCMA shall coordinate and promote activities, programs and fund-raising events which support the goals of the national organization.

ARTICLE III: Membership

Section 1:

Membership in the KSU chapter of PCMA shall be open to all students at Kent State University interested in meeting and event planning. Active membership shall be determined by payment of membership dues and participation in activities/meetings/events organized by the student chapter. Students within 6 months of graduation shall not be eligible for membership. Once a student graduates or ceases to be a student at the University, his/her active membership in the KSU chapter of PCMA shall cease.

Section 2:

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the active membership. Violation may include repeated lacking attendance at meetings and other chapter functions. Such violations shall be dealt with on a case-by-case basis and can be brought to the attention of the general membership by any member in good standing. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within 2 weeks of the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote.

Section 3:

It shall be stated as part of the policy of the KSU chapter of PCMA that there shall be no form or type of discrimination in the student chapter, whether it be due to one's race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap, or veteran's status.

Section 4:

With active membership in the KSU chapter of PCMA comes full floor and voting privileges on any and all items of KSU chapter of PCMA business, including resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: Officers

Section 1:

The officers shall consist of a president, vice president, secretary, treasurer, and chapter liaison (voted on April 26th, 2017). The officers shall be responsible for all administrative duties of the KSU chapter of PCMA.

Section 2:

The president shall have the power to establish and maintain operation procedures of the KSU chapter of PCMA, call meetings, and answer for all actions of the other officers. The president shall vote only in the event of a tie regarding any decisions affecting the KSU chapter of PCMA. The president can write checks for the KSU chapter of PCMA and shall forward a copy of the receipt of the purchase and any other necessary paperwork to the treasurer within 48 hours of purchase. Before making any purchase for the chapter, the president needs to contact the faculty advisor and treasurer in order to receive permission to make the purchase. Members have to participate in various activities in order to be eligible to receive scholarship monies and funds raised, if members travel to convention. It is the president's responsibility to track these member activities or assign others to do so (this paragraph added on April 6, 2010).

Section 3:

The vice president shall hold primary responsibility for coordinating tours, guest speaker visits, and other outside communication including with PCMA national, POWER chapter of PCMA, MPI, ISES, and other meeting/event planning organizations. The vice president shall also serve as chair of ad-hoc committees formed. The vice-president can write checks for the KSU chapter of PCMA and shall forward a copy of the receipt of the purchase and any other necessary paperwork to the treasurer within 48 hours of purchase. Before making any purchase for the chapter, the vice-president needs to contact the faculty advisor and treasurer in order to receive permission to make the purchase. The vice president shall assume the duties of the president in the absence of the president and assume other duties as needed.

Section 4:

The secretary shall keep accurate and detailed records of all meetings and affairs, and send/transmit all official KSU chapter of PCMA internal correspondence. The secretary shall also be responsible for submitting web updates to the web coordinator. In addition, the secretary

shall meet with the faculty advisor and/or president of the KSU Chapter of PCMA to create an agenda for the following week's chapter meeting. This meeting will take place the end of the current week's chapter meeting. Any additions to agenda items should be submitted to the secretary 48 hours before the next week's chapter meeting. The secretary shall then communicate the agenda to members of the KSU chapter of PCMA 24 hours in advance via email. Meeting minutes will be emailed to members of KSU chapter of PCMA within 48 hours of any chapter meeting by the secretary. In the event the secretary is unable to attend a weekly meeting, it is the secretary's responsibility to designate an alternate notetaker for that meeting. The secretary shall then correspond with the alternate note-taker to collect and distribute the meeting minutes within 48 hours.

Section 5:

The treasurer shall receive and distribute KSU chapter of PCMA funds upon the authorization of the president, in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all Executive Committee meetings. The treasurer shall share information about the financial condition of the KSU chapter of PCMA once a month during weekly meetings. The treasurer shall also follow up on receipt and payment of bills and invoices. The treasurer shall also keep copies of all invoices and bills received. The treasurer shall be responsible for collecting membership dues and turning in dues and completed applications to the faculty advisor of the KSU chapter of PCMA. The treasurer shall maintain a running total of each member's share in the bank and the balance in the PCMA general fund and should communicate this balance to the president on a weekly basis and provide any member with these balances within 2 days of a request. The treasurer shall be responsible for receiving copies of receipts and other necessary paperwork from the president and vice-president 48 hours after either officer has written a check or otherwise made a chapter purchase.

Section 6:

The chapter liaison shall be responsible for attending the annual convention of PCMA and informing other members about activities at the convention. The student chapter representative shall prepare a MS-PowerPoint presentation that has a summary of educational sessions and recreational activities attended during the annual convention. The presentation has to be given during the 2nd weekly meeting after the annual convention. The student chapter representative shall also serve as travel chair and coordinate purchase of airline tickets, hotel room reservations, local transportation options, and conference registration. The student chapter representative shall also be responsible for sending thank you cards to guest speakers and property tour coordinators in a timely fashion. The cards have to be given to the faculty advisor of the KSU chapter of PCMA after collecting signatures of attendees within 1 week of the tour/presentation. The chapter liaison shall also, as of April 26th, 2017, absorb the role and responsibilities of the former historian position. They shall be responsible for capturing photographs of various events including fundraising events, property tours, guest speaker lectures, and the annual convention. The historian shall be the main point person for all chapter photographs. The historian shall assist the student chapter representative to create the annual

convention presentation. The historian shall also provide photos of events in a timely fashion. It is the historian's responsibility to delegate photography duties if he/she is unable to attend a guest speaker session/property tour/annual convention/fundraising events/other activities. It is also the historian's task to track member attendance at every meeting. If the historian is unable to attend a meeting, it is his/her job to assign another officer to track attendance.

Section 7:

Removed April 26th, 2017

Section 8:

Removed April 26th, 2017

Section 9:

Removed April 26th, 2017

Section 10:

The Executive Committee shall comprise of all elected officers.

Section 11:

All elected officers must meet all requirements for holding office as stated in the *Digest of Rules and Regulations* and the *University Policy Register*. Elected officers should maintain a cumulative GPA of at least 2.25 on a 4.0 point scale and should be registered for at least 6 credits per semester. If any officer does not meet the GPA or other university requirements at any point during their time as officer, an election will be held during the next meeting of the KSU chapter of PCMA to replace the officer.

Section 12:

All KSU chapter of PCMA material held by officers shall be returned to the faculty advisor before leaving the chapter.

ARTICLE V: Elections

Section 1:

The president, vice president, secretary, treasurer, and chapter liaison shall be elected by the active members of the KSU chapter of PCMA to serve a term of one year; officers may run for reelection if they wish to do so if they have all of the requirements and will be enrolled for the following semester. Annual elections shall be held the week before last of the spring semester. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first day of the following school year and will be held until the election in the following spring. Members may run for any office but President for one semester if they can make a valid argument as to why they should run for office for only one semester. If an officer graduates in December, mid-term elections will be held two weeks prior to the end of the semester in order to leave time for a transition period.

Section 2:

Nominations of candidates for KSU chapter of PCMA officer positions shall be from the floor of a meeting by a(n) KSU chapter of PCMA active member. Nominees for officer positions must be KSU chapter of PCMA active members for the majority of a semester.

Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of KSU chapter of PCMA active members present, provided quorum is met. Affiliate members are ineligible to vote for officers.

Section 4:

The order of succession shall be: (1) president, (2) vice president, (3) secretary, (4) treasurer, and (5) student chapter representative.

Section 5:

Vacancies occurring in any of the elected offices shall be officially filled at the next regular KSU chapter of PCMA meeting following the occurrence of such a vacancy or vacancies. The next officer in the order of succession can fill the vacancy. If an officer declines to succeed to a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

Section 6:

All officers and event coordinators for fundraising activities are required to submit a packet of information at the end of each term or event to be placed in a PCMA binder/jump drive kept by the faculty adviser. Packet should include detailed information about event, contact information, advice for next year's event, etc. (voted on December 12, 2009)

ARTICLE VI: Appointments

Section 1:

The president shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of the KSU chapter of PCMA.

ARTICLE VII: Removal from Office

Section 1:

Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of the organization, or for actions which violate *University Rules and Regulations*. Written charges by a member are to be presented to the Executive Committee who will notify the officer in

question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot. Only active members may participate in this vote, affiliate members are ineligible to vote.

ARTICLE VIII: Meetings

Section 1:

General membership meetings shall be held weekly with additional meetings called by the president as needed. Notice of additional meetings must be given to all members in the most timely manner possible but not less than one week.

Section 2:

The Executive Committee shall meet when called by the president.

Section 3:

Official notice of the meeting at which the election of KSU chapter of PCMA officers will take place must be provided to all KSU chapter of PCMA members not less than two weeks prior to such meeting.

Section 4:

Quorum shall be defined as fifty percent plus one of the totals of the KSU chapter of PCMA active membership.

ARTICLE IX: Funding and Fundraising

Section 1:

Dues shall be charged for membership in the KSU chapter of PCMA .The amount of dues charged for each year/semester will be determined at the first meeting of the Fall Semester. Membership dues can be paid during any semester and will be collected by the treasurer. Membership dues are nonrefundable. Yearly memberships will expire on the date defined by National PCMA regardless of when membership dues were collected. Students who do not pay their membership dues will lose their privileges of membership, including voting rights.

Section 2:

The KSU chapter of PCMA will, as it deems necessary, undertake fund-raisers for its own purposes. All fund-raising shall be conducted in accordance with University policies and procedures.

Section 3:

When the KSU chapter of PCMA raises money through events including food shows, and other similar events, money raised will be divided according to the number of hours each individual puts into the event. Each person's share of the money raised will be deposited in the bank account of the KSU chapter of PCMA.

Section 4:

When the KSU chapter of PCMA raises money through events including dinners and other similar events, where the event is a joint fundraiser between PCMA and another organization, money raised will be divided equally in half. In the event that PCMA and the KSU chapter of CMAA continue to organize this joint fundraiser, each organization will receive 50% of profits. Of this money raised, 75% of proceeds will go into Annual Convention Fund, to be split evenly among Convention Attendees of the present year who put in equal amounts of work for the dinner or similar event. The remaining 25% of proceeds will go into the PCMA general fund to be spent on various general events in the future. In order to receive any proceeds from funds raised through events such as the Friends and Family Dinner, members have to serve on one subcommittee associated with the event or help setup/clean up for the dinner. Committees that members (including officers) can serve on can be one of the following:

- Decorations committee
- Donations committee (Treasurer must be a part of this committee)
- Invitations committee (this paragraph voted on April 6, 2010)

Section 5:

When fundraising through events such as golf outings, the profits shall be split evenly between the KSU Chapter of PCMA and the KSU Chapter of CMAA. The money will then be divided amongst the members who worked the event within the KSU 6 Chapter of PCMA. Members who served as managers for the event will count as two people. (November 11, 2008)

Section 6:

When the chapter fundraises through events including candy sales and other similar fundraisers, money raised by each individual will go to that individual's share and will be deposited in the bank account of the KSU chapter of PCMA.

Section 7:

When the chapter fundraises through events including silent auctions and other similar events, money raised will be divided among members of the organization as a whole. Money will then be divided equally among members who put in equal effort into the event as well as the PCMA general fund. The PCMA general fund shall act as an additional equal member of the organization. In order to get an equal share of funds raised through silent auction, student members have to contact at least 5 organizations for donations and must secure donations worth at least \$25.00 (this paragraph voted on April 6, 2010).

Section 8:

Any extra money remaining for an individual from the PCMA Annual Convention after registration fees, plane tickets, and hotel fees can be put towards other trip expenses including food, taxis, etc. but excluding alcohol, souvenirs, and personal items. If expenses are submitted

for reimbursement and they were not previously approved by the treasurer, advisor, and general members, there will be no reimbursement. (March 18, 2009).

Section 9:

If there is any money left over for any individual after the PCMA Annual Convention, it shall go back into the PCMA fund towards that individual's share.

Section 10:

Monies raised by PCMA through scholarships given by Kent State University will be divided equally among that year's Annual Convention attendees. All conditions under sections 10.1, 10.2, and 10.3 have to be satisfied in order to receive a share of any scholarship monies received and monies raised from fundraising activities. Specific conditions that need to be satisfied for receiving funds raised through various fundraising events are discussed above in sections 1 through 9.

Section 10.1 – Attendance requirements (voted on April 6, 2010):

If a member is unable to attend meetings of the KSU Chapter of PCMA due to class schedule conflict, it is the member's responsibility to notify the secretary within the first week of the semester. Members will be excused for the semester with a copy of the schedule. Officers cannot miss more than two meetings per semester (including sick days and work days). Members cannot miss more than four meetings per semester (including sick days and work days).

Section 10.2 - Participation in service activities (voted in April 6, 2010):

All members **MUST** participate in **AT LEAST 50%** of service activities every semester in order to be eligible for receiving scholarship money.

Possible fall semester service activities: (not an exhaustive list)

- Preparing and presenting in front of the Allocations committee
- Homecoming parade
- SCOTY award application
- Going to classes to talk about joining PCMA

Possible spring semester service activities: (not an exhaustive list)

- Oxfam Hunger Banquet
- Earth day
- Property tour
- Going to classes to talk about joining PCMA

Section 10.3 – At the annual PCMA convention (voted on April 6, 2010):

Although it is encouraged that students attend as many educational sessions as possible while attending annual convention in order to take advantage of networking opportunities, attendees must provide evidence that they attended at least one education session during each day of the convention. It is the attendee's responsibility to "swipe in" while entering the session so PCMA can track session attendance. Students who fail to document attendance to at least one educational session per day, will not receive monies raised through scholarships and fundraising events.

Section 11:

If one or more PCMA members receive scholarships to pay for part of their convention costs, money fundraised by the member(s) shall remain in the members' PCMA fund to cover other convention costs (excluding recreation and alcohol) and other individual PCMA costs throughout the semester (gas for a tour, etc.). When the member graduates, the remaining fundraising money shall be divided among the other convention attendees. This money is to be distributed two weeks before the end of the member's final semester. (voted on February 4, 2009)

Section 12:

If a member graduates and still has money remaining in the PCMA fund under his/her share, that money shall be transferred to the general PCMA fund upon graduation.

ARTICLE X: Amendments

Section 1:

Amendments to this constitution shall be adopted present at two consecutive meetings at which the amendment has been read.

Section 2:

Once approved by the active membership, amendments shall be submitted to the Office of Campus Life of Kent State University.

ARTICLE XI: Jurisdiction

Section 1:

The KSU chapter of PCMA is subject, as a registered student organization, to the rules, regulations, and policies of Kent State University and the laws of the State of Ohio. The rules, regulations, and policies of Kent State University shall hold precedence over any and all rules, regulations, and policies applying to the KSU chapter of PCMA, including those of national organizations with which the KSU chapter of PCMA is associated.