

**Bylaws**  
**Public Relations Society of America, Richmond Chapter**  
**(PRSA Richmond)**

**Article I – Name**

The name of the non-profit, professional organization shall be the Public Relations Society of America, Richmond Chapter (PRSA Richmond).

**Article II – Objectives**

Section 1. To bring together those engaged in the professional practice of public relations in the central Virginia area, or within boundaries defined by PRSA, with the purpose of improving technical skill and broadening the understanding of the scope and ethics of the profession.

Section 2. To improve the practice of public relations in accordance with the public interest.

Section 3. To foster and encourage greater understanding of the practice of public relations in the Commonwealth of Virginia, especially in the central Virginia area.

Section 4. To encourage continuous development of training, education and proficiency in the practice of public relations.

Section 5. To adhere faithfully in all activities to generally accepted standards as set out in the PRSA code of ethics.

Section 6. To cooperate with and support local, regional and statewide programs dedicated to these same objectives.

**Article III – Membership**

Section 1. Any member in good standing of the Public Relations Society of America may be a member of the chapter.

Section 2. Applications for chapter membership from people within the chapter boundaries, as defined by PRSA's board of directors, shall be submitted to the chapter's membership and eligibility committee for approval. The membership and eligibility committee shall act upon applications before the next scheduled meeting of the chapter's board of directors. The committee chairman shall submit the application(s) and the committee's recommendations to the board for consideration at the next scheduled meeting. Applications approved by the membership and eligibility committee and the board of directors will be certified by the chapter administrator and submitted to the PRSA eligibility committee for final action.

Section 3. Should any member of the chapter cease to be eligible for membership in accordance with the requirements of PRSA, he or she shall automatically be dropped from chapter membership.

Section 4. Retired membership may be extended to a member who has entered retirement status, who is gainfully employed less than 50% of the time and has been in good standing for at least five years provided such individual makes application for such membership to PRSA and the chapter. Retired members shall enjoy all rights and privileges of membership.

Section 5. Members may be warned, admonished, reprimanded, censured, suspended or expelled from PRSA or from the chapter only in accordance with the provisions of PRSA bylaws.

#### **Article IV – Officers**

Section 1. Chapter officers chosen from among the active members shall be president, president-elect, first vice president, second vice president, third vice president, secretary and treasurer, all of whom shall be elected by chapter members, installed at the annual meeting and shall hold office for a term of one year or until their successors are elected. No officer shall hold an office for more than two successive terms. No person shall be eligible to hold more than one office.

Section 2. The president shall be the chief executive officer of the chapter, shall preside at all meetings of the board of directors and of the membership, shall nominate chairs of all standing and special committees for appointment by the board, shall be an ex officio member of all chapter committees except the nominating committee, shall serve on the PRSA district board of directors, shall represent the chapter to outside organizations and shall perform all other duties incident to the office of president or as assigned by the board.

Section 3. The president-elect shall, in the event of the inability of the president to act, perform all duties of the president, shall perform other duties as assigned by the president, shall attend meetings of the PRSA district board of directors and represent the chapter as an alternate member of the district board in the absence of the chapter president. The president-elect shall be responsible for chapter relations with the national office of PRSA and with other professional public relations associations within the chapter's territory and shall act as a liaison with chapter past presidents.

Section 4. The first vice president shall assist the president and president-elect in coordinating and directing chapter operations and committee activities and shall perform other duties as assigned by the president. The first vice president shall serve as chair of the standing committee responsible for planning programs of professional development for all chapter meetings.

Section 5. The second vice president shall perform duties assigned by the president and shall be chair of the standing committee responsible for planning the professional awards programs.

Section 6. The third vice president shall be responsible for membership development, recruitment and retention and shall perform other duties as assigned by the president. The third

vice president shall serve as chair of the standing committee responsible for membership and eligibility.

Section 7. The secretary shall keep the minutes of all proceedings of the board of directors and of the chapter, shall ensure the giving and serving of all notices to the membership and board of directors or other notices as required by law or by these bylaws, shall ensure the maintenance of the roll of membership, and shall perform all other duties incident to the office of secretary. The secretary may call upon the chapter administrator for assistance in the performance of the duties of office.

Section 8. The treasurer shall ensure preparation of the chapter's budget, shall render regular financial statements to the board of directors, ensure the preparation of an annual financial statement to the board of directors and chapter, and shall perform all other duties incident to the office of treasurer. The treasurer may call upon the chapter administrator for assistance in the performance of the duties of office.

Section 9. The treasurer and all other officers who have power to make disbursements and sign checks shall be bonded at the expense of the chapter.

#### **Article V – Board of Directors**

Section 1. The business and affairs of the chapter shall be managed and controlled by a board of directors consisting of the chapter officers, standing committee chairs, the immediate past president and the chapter administrator (non-voting), all serving for one year or until a successor is appointed or elected.

Section 2. Active chapter members are eligible to serve on the board of directors.

Section 3. A majority of the board of directors shall constitute a quorum.

Section 4. The board of directors shall meet at least four times a year or more frequently at the call of the president.

Section 5. The board of directors shall appoint a chapter administrator whose duties shall include, but not be limited to, general coordination of the affairs of the chapter, giving and serving of all notices to the membership and board of directors or other notices as required by law or by these bylaws, maintaining the roll of membership, acting as fiscal agent in concert with the treasurer, serving as ex-officio member of all standing committees and as a non-voting member of the executive committee. The chapter administrator shall be responsible for the safekeeping of archival documents and information. Annual compensation shall be determined by the board of directors.

Section 6. The board of directors may make such other appointments with appropriate assigned duties, as it shall deem necessary.

Section 7. An executive committee, consisting of the elected officers, the immediate past president and the chapter administrator (non-voting) shall be empowered to conduct the affairs of the association during the period between scheduled or called meetings of the board of directors. A majority of the executive committee present shall constitute a quorum.

Section 8. Interim vacancies on the board of directors shall be filled for the remainder of the unexpired term on recommendation of the president, subject to approval by the board of directors.

Section 9. A member of the board of directors who misses more than two consecutive board meetings without an excuse acceptable to the board shall be given written notice of dismissal by the chapter president and replaced by appointment as provided for in Section 8.

## **Article VI – Committees**

Section 1. The standing committees of the chapter shall include:

Subsection A. The program committee, chaired by the first vice president, is responsible for scheduling programs of professional development for all regular meetings, except for the meeting devoted to awards.

Subsection B. The awards committee, chaired by the second vice president, is responsible for annual professional awards programs. The professional awards program may be statewide and may be open to professionals who are not PRSA members.

Subsection C. The professional development committee is responsible for seminars and/or conferences that occur outside the regular meetings.

Subsection D. The membership and eligibility committee, chaired by the third vice president, is responsible for programs and communications to attract new members, as well as for determining the eligibility of applicants for membership and for recommending to the board those who are eligible for consideration.

Subsection E. The diversity committee is responsible for actively promoting the field of public relations as a career for students of all backgrounds and for encouraging diverse chapter and board of directors' membership.

Subsection F. The chapter newsletter committee is responsible for publishing, in a timely manner, a newsletter prior to each regular meeting that, among other items, announces the meeting's program to the membership.

Subsection G. The development committee is responsible for securing monetary and in-kind sponsorships to reduce the chapter's reliance on membership dues income.

Subsection H. The accreditation committee is responsible for assisting, in conjunction with PRSA staff, in the administration of the chapter APR program and the maintenance of accreditation program.

Section 2. The president shall appoint chairs of the standing committees of the chapter except for program, which is chaired by the first vice president, awards, which is chaired by the second vice president, and membership and eligibility, which is chaired by the third vice president. Committee chairs shall solicit chapter members to serve on the committees. The president shall appoint a chair for the nominating committee; this chair does not sit on the board of directors.

### **Article VII – Fiscal Year**

The fiscal year shall run from January 1 through December 31. Chapter dues may be prorated on the basis of one-half the annual rate on memberships accepted six months after chapter dues statements have been issued.

### **Article VIII – Chapter Dues**

Section 1. Chapter dues shall be fixed by the board of directors and shall include payment for luncheon meals of the regular meetings.

Section 2. Retired membership dues will be as the board directs.

Section 3. Failure to pay all dues within sixty (60) days of billing to last known address automatically suspends membership. A member so suspended may be reinstated by approval of the board of directors after payment in full of all past and current dues before the end of the fiscal year in which the delinquency occurs.

Section 4. Chapter members whose PRSA dues are in arrears shall not be eligible for chapter membership even if the chapter dues are paid in full. At such time when the national dues are paid, provided the lapsed time is no greater than one year, the member may be reinstated to chapter membership immediately. If the lapsed period is greater than one year, former members shall reapply for membership in the same manner provided for new national members.

### **Article IX – Chapter Meetings**

Section 1. Chapter meetings shall be held the last Wednesday in each month except during the months of July, August and December. Meeting dates may be changed by the board of directors with sufficient notice to the membership.

Section 2. Advance written notice of chapter meetings shall be sent to members.

Section 3. The annual meeting of the chapter shall be in November, the last meeting of the fiscal year, at which meeting officers shall be installed for service beginning on January 1.

Section 4. A majority of the membership shall constitute a quorum for transaction of business requiring a vote. A majority of those voting, either in writing or in person, is required for passage of the item of business. Written notice of matters requiring a vote of the membership shall be sent thirty (30) days prior to the scheduled vote.

#### **Article X – Chapter Dissolution**

The chapter may be dissolved by majority vote of the membership and upon approval by the PRSA board of directors as provided by the PRSA bylaws. All remaining funds in the chapter treasury at the time of dissolution shall be transferred to PRSA in accordance with national bylaws.

#### **Article XI – Election of Officers**

Section 1. The nominating committee, appointed by the president, shall be required to submit a list of nominees for officers of the board of directors and openings among the assembly delegates to the president at least ten (10) days prior to the August meeting of the board of directors.

Section 2. The report of the nominating committee shall be submitted, in writing, to the membership at least ten (10) days prior to the September meeting.

Section 3. The election of officers shall take place at the September meeting, with members having the privilege of nominating additional candidates from the floor prior to actual voting.

Section 4. Officers are elected by a majority vote of the members voting in person or by proxy at the September meeting.

Section 5. Officers elected shall be installed at the annual meeting in November.

Section 6. Only one member of any firm or organization shall be eligible to hold elective office during any year.

#### **Article XII – Election of Chapter Delegates/Alternate Delegates**

The chapter assembly delegates represent the chapter at the national PRSA assembly. The chapter shall elect its delegates and select alternate delegates, if necessary, in accordance with provisions set forth in the bylaws of the Public Relations Society of America (PRSA).

#### **Article XIII – Amendments**

These bylaws may be amended by submitting the proposed amendment thereto to the membership in writing at least thirty (30) days before any regular meeting and by a majority of the membership voting, either in writing or in person, at the meeting. Amendments adopted in accordance with this procedure shall become effective after approval by the PRSA board of directors.