



## Bylaws of the Iowa Chapter of the Public Relations Society of America

### ARTICLE 1 —GENERAL

**Section 1. Name.** The name of this organization is Iowa Chapter of the Public Relations Society of America, hereinafter called the “Chapter.” The Chapter functions as a regional division of the Public Relations Society of America, hereinafter called the “Society” or “PRSA.”

**Section 2. Objectives.** In accordance with the objectives of the PRSA, the objectives of the Chapter shall be to advance the profession and the professional; to encourage research, discussion and study of the problems and techniques of the public relations profession; to exchange ideas and experiences and collect and disseminate information that may enhance or improve the professional knowledge, standards, ethics and standing of the membership; and to promote fraternalism within the profession.

**Section 3. Territory and Location.** The Chapter will operate and serve members within the territory approved by the Society, and its principal office will be located in a place determined by the Chapter’s board of directors. The territorial limits approved by the Society for this Chapter are the state of Iowa.

**Section 4. Tax Status.** All policies and activities of the Chapter shall be consistent with applicable federal, state and local antitrust, trade regulation or other requirements. Tax exemption requirements imposed on the Society under Internal Revenue Code Section 501(c)(6), including the requirements that the Chapter shall not be organized for profit and that no part of its net earnings shall inure to the benefit of any private individual.

### ARTICLE II —MEMBERSHIP

**Section 1. Eligibility.** To be eligible for membership in the Chapter, a person must be a member in good standing of the Society.

**Section 2. Admission to Membership.** Admission to membership in the Society shall be governed by the pertinent provisions of the bylaws of the Society. Any person admitted to membership in the Society shall become a member of the Chapter, if eligible, upon payment of Chapter dues.

**Section 3. Retirement Status.** Any member of the Chapter who is eligible for Society retirement status may become a retired member of the Chapter upon payment of reduced Chapter dues.

**Section 4. Termination of Chapter Membership.** Any member who for any reason ceases to be a member of the Society or is dropped from the Society’s roll for non-payment of dues shall cease to be a member of the Chapter and shall be dropped from the Chapter’s roll. Termination or resignation does not relieve a member from liability for any financial obligations accrued and unpaid as of the date of the termination or resignation.

**Section 5. Rights and Privileges of Membership.** Subject to the bylaws of the Society, the right to serve as an assembly delegate or alternate delegate(s), the accreditation chair or the ethics chair shall be limited to members who are accredited. It is preferred that the public relations chair and the professional advisors to the PRSSA chapters be accredited as well but it is not a necessary requirement to fulfill the duties and responsibilities of these positions.

### ARTICLE III —DUES

**Section 1. Amount.** The amount of Chapter dues shall be fixed annually by the Chapter’s board of directors and shall be payable in accordance with Chapter fiscal policies.

**Section 2. Nonpayment of Dues.** Any member whose Chapter dues are unpaid for three months shall be considered not in good standing and shall not be entitled to vote, hold office or enjoy other privileges

of Chapter membership, provided such member shall be duly notified.

**Section 3. Fiscal Year.** The fiscal year of the Chapter shall be January 1 through December 31.

#### **ARTICLE IV —BOARD OF DIRECTORS**

**Section 1. Composition.** The governing body of the Chapter shall be a board of directors consisting of the president, president-elect, program chair, program chair-elect, secretary, treasurer, treasurer-elect, the immediate past president, the assembly delegate(s), membership chair, membership chair-elect, diversity equity and inclusion chair, diversity equity and inclusion chair-elect, the accreditation chair, the accreditation chair-elect and the public relations chair.

#### **Section 2. Compensation and Reimbursement.**

No elected chair of the Chapter shall be entitled to any salary or other compensation. The board of directors may reimburse elected chairs or assembly delegates or their alternates for their expenses incurred in connection with the performance of their duties.

**Section 3. Vacancies.** In the event of death, resignation, removal or expulsion of any member of the board of directors, the remaining members of the board of directors shall elect a successor who shall take office immediately and serve for the balance of the un-expired term or until the next annual election.

**Section 4. Removal and Resignation.** Any director who misses more than three consecutive board meetings without an excuse acceptable to the board or does not fulfill the duties of their office may be given written notice of dismissal by the Chapter president and replaced in accordance with Section 3 above. Any director or chair may resign at any time by providing written notice to the board.

**Section 5. Board Meetings.** The board of directors shall meet at least four times a year at such times and places as it may determine. It shall meet at the call of the president upon call of any three members of the board of directors. Notice of each meeting of the board shall be given to each director and committee chair at least seven days in advance.

**Section 6. Quorum.** A majority of the board of directors shall constitute a quorum for all meetings of the board.

#### **ARTICLE V —CHAIRS**

**Section 1. Chapter Chairs.** The chairs of the Chapter shall be a board of directors consisting of the president, president-elect, program chair, program chair-elect, secretary, treasurer, treasurer-elect, the immediate past president, the assembly delegate(s), membership chair, membership chair-elect, diversity equity and inclusion chair, diversity equity and inclusion chair-elect, the accreditation chair, the accreditation chair-elect and the public relations chair. The chairs shall be elected by the Chapter membership at its annual meeting or electronically for a term of one year unless noted below, and until their successors are elected and installed. No chair having held an office for two successive terms shall be eligible to succeed himself/herself in the same office without board approval (prior to presenting the slate to the board).

**Section 2. President.** The president shall preside at all meetings of the Chapter and of the board of directors. He/she shall appoint all committees with the approval of the board of directors and shall be the ex-officio member of all committees except the nominating committee. He/she shall attend Midwest District meetings. He/she serves as the face of the organization during his/her term and is the primary liaison with National and District leadership. The president will become the past president the following year.

**Section 3. President-Elect.** The president-elect is responsible for organizing the annual PRSA Institute event including identifying and securing speakers, sponsors, location, menu and evaluations. The president-elect will also oversee awards. The president-elect also organizes and chairs a nominating committee to nominate members to serve on the board the following year. He/she shall attend Midwest District meetings. The president-elect will lead the development of the following fiscal year budget for approval at the first meeting the following year. In the absence or disability of the president, the president-elect exercises the powers and performs the duties of the president. The president-elect will become the Chapter president in the following year.

**Section 4. Program Chair.** The program chair shall, in the absence or disability of both the president and president-elect, exercise the powers and perform the duties of the president. The program chair will also arrange speakers, chapter meeting locations and manage the programs budget. The program chair will also oversee the professional development and sponsorship committees. The program chair will become the president-elect in the following year.

**Section 5. Program Chair-Elect.** The program chair-elect will assist the program chair with arranging speakers and chapter meeting locations. The program chair-elect will become program chair in the following year.

**Section 6. Secretary.** The secretary shall keep records of all meetings of the Chapter and of the board of directors, upload copies of such minutes to the Iowa Chapter Doc Share, and fulfill other secretarial-related duties as assigned by the president or the board of directors.

**Section 7. Treasurer.** The treasurer shall receive and deposit all Chapter funds in the name of the Chapter in a bank, trust company or saving institution selected and approved by the board of directors. He/she shall issue receipts and make authorized disbursements by check after proper approval from the board of directors. The treasurer will manage the Chapter's refund policy. He/she shall prepare the Chapter's budget, make regular financial reports to the board of directors, render an annual financial statement to the Chapter membership and perform all other duties incident to the office. He/she shall manage the relationship with outside vendors, including but not limited to CPAs, tax preparers and other financial consultants.

**Section 8. Treasurer-Elect.** The treasurer-elect shall manage the financial aspect of the regular Chapter meetings, collect meeting payments from attendees and make bank deposits. In the absence or disability of the treasurer, the treasurer-elect shall exercise the powers and perform the duties of the treasurer. He/she also shall assist the treasurer and perform other duties as prescribed by the board of directors. The treasurer-elect will work with the president-elect and others to develop budget for following fiscal year for approval at the first meeting the following year. The treasurer-elect will become Chapter treasurer in the following year.

**Section 9. Membership Chair.** The membership chair shall manage the recruitment of new members, help retain current members and maintain the roll of all Chapter members. The program chair will also oversee the PRSSA liaisons.

**Section 10. Assembly Delegate(s)/Ethics Chair.** The assembly delegate(s) shall represent the Chapter at the meeting of the Society Assembly and report Society business back to the Chapter membership. This position shall be elected by the Chapter membership for a three-year term. This person must be an accredited member. One delegate serves as ethics chair for one year of his/her three-year term.

The ethics chair will be responsible for coordinating the ethics training and education of the Chapter's members, and will assist members in addressing ethical dilemmas in accordance with the ethical code of standards established by the national PRSA organization. The public relations chair will co-serve as the third delegate, as applicable, for a one-year term.

**Section 11. Accreditation Chair.** The accreditation chair shall manage the Chapter's accreditation program serving as the Chapter's liaison between the national office of PRSA and the membership. The accreditation chair will oversee the committee members responsible for administering the training necessary for qualified Chapter members to complete the APR examination process. The accreditation chair will also work with the coaching coordinators to select and support the coaches, serve as an advocate for the APR examination process at board meetings and Chapter functions, and implement recognition programs for members who successfully complete the APR examination.

**Section 12. Accreditation Chair-Elect.**

The accreditation chair-elect will assist the accreditation chair with duties necessary to manage the Chapter's accreditation program. He/she will become the accreditation chair the following year.

**Section 13. Public Relations Chair.** The public relations chair publicizes Chapter activities in the community. The chair also oversees all external communication of the chapter, including the Chapter newsletter, social media, job bank and technology/website. The public relations chair is responsible for updating the strategic plan on an annual basis. An accredited board member is preferred for the public relations chair position.

**Section 14. Immediate Past President.** The past president serves on the board of directors for one year following his/her presidency. The past president is responsible for coordinating the administration of the Chapter's scholarship programs.

**ARTICLE VI —NOMINATIONS AND ELECTIONS**

**Section 1. Nominating Committee.** There shall be a nominating committee of no less than three members, chaired and appointed by the president-elect with approval of the board of directors at least 60 days prior to the membership voting on the Chapter board slate.

**Section 2. Nominations.** The nominating committee shall name a qualified nominee for each board position whose term is expiring. It shall ensure that each nominee has been contacted and agrees to serve if elected. Additional nominations, if any, shall be accepted from members at the annual meeting or electronically, provided the nominees have been contacted and agree to serve if elected.

**Section 3. Notice of Membership.** At least 30 days before the annual meeting or electronic vote of the Chapter, the secretary shall make available to all Chapter members the list of nominees prepared by the nominating committee.

**Section 4. Elections.** Chairs shall be elected at the annual meeting or electronically by the Chapter. Election shall be by majority vote of the members in good standing present and voting, or by electronic voting. Balloting in contested elections shall be by secret ballot.

#### **ARTICLE VII —COMMITTEES**

**Section 1. Standing Committees.** In addition to the nominating committee, there may be standing committees on awards, job bank, newsletter, professional development, Institute, technology, social media, sponsorships, membership, regional representatives and PRSSA Chapter liaisons.

**Section 2. Special Committees.** Special committees may be established and appointed by the president with approval of the board of directors.

**Section 3. Committee Reports.** The chair of each committee shall report its activities regularly to the board of directors. All committee activities shall be subject to approval by the board of directors. Committee chairpersons do not have voting rights on the board of directors.

#### **ARTICLE VIII —CHAPTER MEETINGS**

**Section 1. Annual Reporting.** There shall be an annual meeting or report to the membership by December 31 each year.

**Section 2. Regular Meetings.** In addition to the annual reporting, there shall be regular membership meetings at least seven times a year at such times and places as may be designated by the board of directors.

**Section 3. Special Meetings.** Special membership meetings of the Chapter may be called by the president, board of directors or on written request by 25 percent of the Chapter members.

**Section 4. Notice of Meetings.** Notice of the annual meeting, if one is held, shall be made available to each member at least 30 days in advance. Notice of a regular membership meeting or special meeting shall be made available to each member at least 10 days in advance.

**Section 5. Quorum.** When a vote is needed, one-fourth of the members of the Chapter shall constitute a quorum at any time.

**Section 6. Antitrust.** An approved antitrust statement is to be read and/or displayed at the start of Chapter meetings.

#### **ARTICLE IX —PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order shall govern the conduct of business affairs of the Chapter in all situations to which the rules are applicable and in which they are not inconsistent with these bylaws or those of the Society.

#### **ARTICLE XI —AMENDMENTS**

Every three years, the president shall appoint a committee whose responsibility will be to review and update these bylaws, if necessary. These bylaws may be amended by a two-thirds vote of the members present at any meeting at which one-quarter of the Chapter members are present, or by an electronic vote, provided such proposed amendments have been approved by the Chapter's board of directors and at least 30 days' notice has been given to all members of any proposed amendment(s). Amendments adopted in accordance with this provision become effective only after approval by the Society's national board of directors.

#### **ARTICLE X —MISCELLANEOUS**

**Section 1. Books and Records.** The Chapter must keep books and records of its financial accounts, meeting minutes and membership list with names and addresses. The Chapter will make its books and records available to the Society at any time. The Chapter will submit an annual report to the Society each year, as well as any other document or report required by the Society.

**Section 2. Conflict-of-Interest Policy.** The board will adopt a conflict-of-interest policy and annual disclosure process that applies to all officers and directors of the Chapter.

**Section 3. Assets of Chapter and Dissolution.** No member of the Chapter has any interest in, or right or title to the Chapter's assets. Should the Chapter

liquidate, dissolve or terminate in any way, all assets remaining after paying the Chapter's debts and obligations shall be transferred to the Society or, in the event that the Society ceases to exist, to such organizations organized and operated exclusively for charitable, educational, religious or scientific purposes and exempt under Section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law), as the Chapter board shall determine. In no event may any assets inure to the benefit of or be distributed to any member, director, officer, or employee of the Chapter.

**Section 4. Fiscal Year.** The fiscal year of the Chapter will be the calendar year.

**Section 5. Remote Communications.** To the extent permitted by law, any person participating in a meeting of the membership, board or committee of the Chapter may participate by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another and otherwise fully participate in the meeting. Such participation constitutes presence in person at the meeting.

**Section 6. Minimum Standards for Chapters.** To provide guidelines for Chapter officers, the board has established the minimum standards for Chapters. These standards are published in the Policies and Procedures for Chapters.

**Section 7. Nondiscrimination.** In all deliberations and procedures, the Chapter will subscribe to a policy of nondiscrimination on the basis of race, creed, religion, disability, sex, age, color, national origin or sexual or affectional preference.



## Central Iowa PRSA Policies

### **Section 1. Attendance at Chapter Meetings**

#### **Prospective Members, Non-Members, Guests**

**1.1** Persons who are not members of the Chapter may be repeatedly invited to professional development events such as an Institute or other programs designed for attendance from a broader group than Chapter membership. Cost for non-members to attend Chapter events shall be greater than the cost for members.

### **Section 2. Meetings**

**2.1** Meetings of the Chapter shall be designed to foster the education and professional development of the members. This may include tours and demonstrations of the physical facilities of a member's business. To avoid apparent endorsement of any suppliers, Chapter meetings shall not be scheduled on the premises of a supplier without prior board approval.

**2.2** Reservations for Chapter functions involving meals are binding unless canceled before the guarantee must be given for food service. Members may be billed for unused reservations.

**2.3** Chapter meetings may be offered to members as a bundle to be purchased in advance. The bundle may be offered at a lesser cost than that of the total cost of the individual meetings.

### **Section 3. Mailing List**

**3.1** It shall be the policy of the Chapter that the mailing list for meeting notices shall include members, membership prospects (limited to 1.1) appropriate officials of PRSA and courtesy mailing to faculty at colleges and universities, for their information.

**3.2** The mailing list of the Chapter may be used by organizations who wish to invite members to tour

their facilities, or demonstrate their services, so long as no endorsement of that supplier by the Chapter is

assumed or implied. If the custodian of the mailing list is in doubt about the appropriateness of a request to use the mailing list, the request shall be brought to the board of directors or executive committee. The mailing list shall be used at the rental cost. A rental charge of \$100 will be made per list for one-time use only, unless the board or the president deems the use to be of direct professional benefit to members.

### **Section 4. Information to Members**

**4.1** It shall be the policy of this Chapter that minutes of board meetings, relevant decisions by the board of directors and the treasurer's reports be made available to the membership.

### **Section 5. Chapter Funds**

**5.1** Chapter funds will normally be disbursed by the treasurer after prior approval by the board of directors. Routine expenses for Chapter operations, such as mailing costs, which are within the budget adopted by the board, need not be further approved individually. Non-routine expenses require prior board authorization in the general budget or as specific items. Individual chairs are not given authority to encumber Chapter funds without such prior authorization.

**5.2** The chapter shall pay 100 percent of allowable expenses (roundtrip airfare or mileage, lodging, ground transportation and meals) for Chapter delegates and president-elect to attend all activities associated with the PRSA National Assembly, including the PRSA Leadership Rally. The Chapter shall pay 50 percent of expenses associated with post-Assembly conference activities (lodging, meals and conference fees, excluding pre-conference or extra workshop fees) with the delegate responsible for the remaining 50 percent. The board will determine how many delegates need to attend each assembly.

**Section 6. Dues**

**6.1** New members will pay the full \$50 membership fee for local dues. Associate members will pay \$20 (those with less than two years' experience, PRSSA graduates, full-time graduate students, etc). Retiree dues (members who have been in good standing for at least five years and are employed less than 50 percent of the time) are \$20, paid annually. This is a local chapter policy only and has no impact on national dues collection.

**Section 7. Pricing**

**7.1** The Chapter will charge for members and non-members to post to the Chapter's online job bank. The cost for a one-time posting will be \$25 for members and \$50 for non-members. Members can also post unlimited jobs for an annual cost of \$100.

**7.2** The costs associated with monthly and/or quarterly luncheons shall be set by the board for each PRSA board-sponsored event.

**Section 8. Transition Documents**

**8.1** Each board member is responsible for updating the transition document for their position before the end of their term. Each board member should provide their transition document to the president and upload it to MyPRSA.

**Section 9. Scholarships**

**9.1** The Chapter provides one student with the Ferne Bonomi and Dr. Henry Milam Scholarship in the amount of \$1,500 and issues remaining scholarship funds as determined by the immediate past president.

**Section 10. Late Fee**

**10.1** The Chapter will charge a \$5 late fee for all attendees who are not registered by the deadline. Any registrations not canceled by the deadline will be billed.

**Section 11. Social Media**

**11.1** Members shall adhere to the social media policy as set forth by the PRSA national organization.

By a majority vote, the board of directors may change policies at any time.