

BY-LAWS
OF
PENN STATE CHAPTER OF GREATER TAMPA

ARTICLE I – NAME

Section 1: Name

The name of this organization shall be the Penn State Chapter of Greater Tampa (“Chapter”), a Chapter of the Pennsylvania State University Alumni Association.

ARTICLE II – MISSION STATEMENT AND PURPOSE

Section 1: Mission Statement

To provide the alumni and supporters of the Pennsylvania State University (Penn State) a forum in which to foster and promote Penn State’s spirit and traditions, constitute a link to the University, and build camaraderie among Penn Staters within the local community.

Section 2: Purpose

The Chapter is organized to promote the welfare of Penn State and to provide service to the Chapter members. In furtherance of this goal, the Chapter shall assist the Alumni Association in developing programs beneficial to Penn State. The Chapter shall work to establish a network of close fellowship and cooperation among the members of the Penn State family (alumni, parents of students, friends and fans) residing in the Tampa Bay area and the zip codes as agreed upon by the Chapter and the Alumni Association. Through this network the Chapter shall endeavor to enhance the area’s knowledge of Penn State’s programs and the activities and the accomplishments of its students, faculty and alumni, and shall assist in Penn State’s recruitment of outstanding prospects for admission.

ARTICLE III - MEMBERSHIP

Section 1: Membership

Active: Any and all alumni, students, and supporters of Penn State are eligible to become active members of the Chapter.

Honorary: All alumni and non-alumni members of the Penn State family who have distinguished themselves by their support of Penn State are eligible to become honorary members of the Chapter. Appointment as an honorary member requires the approval of

2/3 of the Board of Directors. Honorary members will be listed in the Standing Rules of the Chapter.

Section 2: Dues

Annual dues shall be charged to all active members of the Chapter, and shall be determined by the Board of Directors. The Board may set an annual dues payment date deadline. All current board members must have their dues paid no later than September 30 of the current year.

Honorary members are exempt from the paying of annual dues.

Section 3: Removal

Any Member of the Chapter may be removed for just cause by a vote of 2/3 of the Board of Directors.

ARTICLE IV – Meetings and Membership Year

Section 1: Meetings

The location and time of meetings shall be determined by the Board of Directors. It is the responsibility of each board member to stay current on meeting times and locations and also to inform the President of any absences from a meeting.

The board shall call and hold a minimum of four (4) directors meetings each year, or more at their discretion. There shall also be one annual membership meeting each year. It is recommended that the annual meeting shall be at the Chapter Picnic. Emergency directors meetings may be called upon petition to the President of at least one-third of the voting members of the board. A petition for an emergency meeting shall state the specific purpose or purposes for the meeting. Upon receipt of this petition, the President shall call an emergency meeting within seven (7) days and shall hold such meeting within fourteen (14) days of receipt of the petition.

Section 2: Meeting Attendance

All dues paying and ex officio members are welcome to attend any board meeting. Voting members of the board are expected to attend all meetings of the board. Excused absences shall be limited to not more than 25% of the meetings. More than a 25% absence rate over the course of the membership year shall be grounds for removal from the board. The secretary shall maintain a record of attendance.

Section 3: Membership Year

The Chapter's membership year shall begin on July 1 and end on June 30. Annual dues should be collected by the end of September. The annual membership meeting shall serve as the means to elect officers and directors.

ARTICLE V – Officers and Directors

Section 1: Board of Directors –General Powers and Duties

The Chapter shall be governed and managed by its Board of Directors. The board is the governing body and legislative arm of the Chapter and is empowered to establish local policy, consistent with the rules and regulations set forth by the Alumni Association.

Section 2: Composition of the Board of Directors

The members of the Board of Directors are the Officers (the President, the Vice President, the Secretary and the Treasurer), the immediate Past President, the Legal Counsel (if one is appointed) and 2-6 Directors. All board members must be a member of the Penn State Alumni Association. Married and significant couples are discouraged from serving concurrently on the board.

Past President: A past President who is not re-elected to the board may be an ex- officio member of the board for two (2) years beyond the expiration of his/her term of office.

Legal Counsel: The President may appoint a Chapter member to serve as legal counsel on the board.

Section 3: Duties of officers

The duties of the Officers shall be those set forth below, and such additional duties as assigned by the board. All Officers are required to hold concurrent membership in the Penn State Alumni Association.

President: The President shall serve as chair of the board and will serve as an ex-officio member of all chapter committees. The President shall manage the day-to-day business of the chapter, appoint committee chairpersons, call special chapter meetings and board meetings, and preside at those meetings. The president shall inform the Penn State Alumni Association of chapter activities and shall submit to that office an annual “State of the Chapter” report at the time designated by the alumni association.

Vice-President: In the absence or disability of the President, or at his/her request, the Vice-President shall perform the duties of the president. If the office of the President becomes vacant, the Vice-President shall become President until the next annual election of officers by the board. The Vice-President will serve as an ex-officio member of chapter committees and shall perform such additional duties as may be delegated to them by the President.

Secretary: The Secretary shall keep the official minutes of the meetings of the chapter and the board. The Secretary will notify the Board of Directors of board meeting dates, times, and locations. The Secretary shall maintain the official copy of the Chapter’s charter, constitution, past chapter and board meeting minutes, and shall be responsible for archiving the Chapter’s documentation reflecting historical programs and committee work. The Secretary shall be responsible for sending all correspondence to Chapter members about

Chapter meetings, dates and times. The Secretary will also be responsible for all follow-up correspondence from meetings and any deemed appropriate by the President and board of directors. The Secretary will be responsible for creating and distributing a chapter newsletter on a continuing quarterly basis and an annual membership directory.

Treasurer: The Treasurer shall be responsible for all receipts and disbursements of the Chapter and shall assist the Secretary and membership chair with the Chapter's records, as necessary. The Treasurer shall be responsible for overseeing that disbursements are made in accordance with the guidelines of the Chapter's annual budget, recommended by the budget and finance committee and approved by the board. The Treasurer shall be responsible for submitting a current financial statement at all board meetings. The Treasurer shall submit an annual financial report at the annual meeting of the Chapter. The Treasurer shall also prepare and submit the proper annual IRS and tax filings.

Section 4: Removal

Any Officer or director may be removed by a 2/3 (two thirds) vote of the Board of Directors. A valid cause for removal will be communicated.

Section 5: Vacancies

If vacancies occur in the Officers or the Board of Directors, except for President, the board shall elect new members to serve for the remainder of the unexpired terms. A vacancy in the President position is filled immediately by the Vice-President.

ARTICLE VI – Elections

Section 1: Elections – Board of Directors

Directors shall be elected at the annual meeting by the Directors then in office and chapter members in attendance. Nominations for Directors to be elected shall be received by the Secretary with a deadline of two weeks before the scheduled election. Each nomination must have the endorsement of at least three chapter members. All nominees must meet eligibility requirements and be willing to serve if elected. Those nominees receiving the largest number of votes for the number of positions open shall be considered elected to the Board of Directors. The Secretary shall handle all election related logistics.

Section 2: Elections - Officers

Officers (President, Vice President, Treasurer, Secretary) shall be elected at the annual meeting immediately following the election of Directors. Election shall be by a majority of the directors then in office. Only graduates of Penn State shall serve as President and Vice President. Other Officer positions may be filled by non-graduates of Penn State.

Section 3: Terms of Office

The term of office for the Officers and Directors of the Chapter shall be for two (2) years. Officers and Directors of the chapter may be re-elected. The two year term of office shall commence on July 1 and end on June 30 of all even numbered years.

Resignations: Board member resignations must be forwarded to both the President and Secretary in electronic or written format. The Secretary will confirm receipt of the resignation and document in the chapter's official records. The resignation will become binding when accepted by the President via return communication to the resigning member. The President will accept the resignation in no more than three days.

Section 4: Ex-Officio Members

Past Presidents: A past President who is not re-elected to the board is an ex-officio member of the board for two (2) years beyond the expiration of their term. All conditions of board membership must be met for continuing on the board during this two year period.

Section 5: Quorum

A majority of the board of directors then in office shall constitute a quorum for the purpose of transacting and voting on all chapter business.

ARTICLE VII- COMMITTEES

Section 1: Committees

Each board member shall serve as the committee chair of at least one (1) standing committee of the chapter. The (8) standing committees are Budget and Finance, Publicity/Newsletter, Community Service, Membership, Student Recruitment, Events/Fundraising, Strategic Planning, and Website/Technology. Ad hoc committees shall be established by the President as needed. Members of the committees can be chosen from the board members and/or the Chapter members. The President, on the recommendation of the committee members, and unless otherwise designated by these articles, shall select the chair of each of the committees. Each committee shall consist of at least three (3) members, excluding the ex-officio members. The President and Vice-President shall serve as ex-officio members of all committees.

Section 2: Functions of Standing Committees

Budget and Finance: The committee chairperson is the Treasurer. The committee coordinates the board's financial responsibilities. They manage dues, oversee any Chapter fund-raising collections, oversee the Chapter's assets, review the annual budget and make recommendations to the board, monitor ongoing budget and financial procedures, including review of the monthly financial reports and manage the organization's investments, including endowments if they apply. An independent audit/review will be performed no less than once every three years. The board secretary will track the dates of the last review and when a current review is needed. The logistics of the review will be

determined by the board of directors.

Community Service: The community service committee shall serve as a liaison between the Chapter and non-profit community organizations. The purpose shall be to provide Chapter members with an opportunity to assist in projects and endeavors that benefit the community and promote and reflect the attributes of Penn State.

Publicity/Newsletter: The committee chairperson is the board Secretary. The committee shall assist the standing committees and ad hoc committees, as necessary, to organize and conduct Chapter activities in securing publicity for those activities. The committee shall on a regular and timely basis inform the membership, and community at large as needed, of all chapter events and happenings. These communications shall be through methods to be determined. The use of the most up to date technology and social media is expected. The committee shall be responsible for the creation of a quarterly newsletter and monitoring of the chapter website to make sure all events and happenings are noted.

Events/Fundraising: This committee is responsible for all event/fundraising functions of the Chapter. This committee will handle all details of standing annual chapter events and other events as determined. The schedule should be designed to promote educational, social, athletic, and cultural events. The committee chair shall be the liaison for all BIG TEN related events. Several events may have ad hoc committees which report to the Events/Fundraising committee. The President and Vice-President will be ex-officio members of this committee.

Membership: The committee chairperson is the Vice President. The membership chair shall coordinate the complete records of all active and honorary members of the Chapter, and the list of all current members and non-members of the alumni association in the appropriate Tampa Bay zip code area with the board Secretary. This list shall be obtained from the Penn State alumni association office. The membership chair shall use the alumni association list only for chapter and alumni association purposes and shall not, under any circumstances, release the list for outside commercial purposes, political activities, or any other reason not directly related to chapter or alumni association activities. The membership committee shall review the alumni association list and devise ways to encourage and recruit alumni to participate in Chapter activities and to become members of the chapter and the alumni association. The committee shall have a goal of a minimum of 10% membership growth per annum. The President and Secretary will be ex-officio members of this committee.

Strategic Planning: This committee shall develop goals and objectives for the chapter on a long term basis. No less than a two year plan will be under review at all times concentrating on events, membership growth, and expanding technology. This committee shall create the annual chapter calendar for submittal to the board for approval. The President and Vice President shall be ex-officio members of this committee.

Student Recruitment: This committee works in conjunction with the Penn State Undergraduate Admissions Office in providing a local presence in the community at high school /college and career fairs. The committee shall develop programs that will lead a

student from prospect to Penn State enrollee.

Technology/Website: This committee monitors and updates all chapter technology as needed. Specifically, the website shall be updated with all pertinent chapter news and developments on a regular timely basis. The website graphics, design, and display shall constantly be reviewed and monitored to keep it at best in class for like organizations. Additionally, this committee will keep the chapter current with all forms of social media communications.

Section 3: Functions of Committees (Ad-Hoc)

Ad hoc committees will be created by the President as needed. The President will appoint the chairman of all ad hoc committees. The committee chairman will select all committee members.

By-laws: The by-laws committee is a standing ad hoc committee. By-Laws will be reviewed at least once every three (3) years. The Board Secretary will note the date of the last review and inform the board when a current review is due.

Student Scholarship: This is a standing ad hoc committee which makes recommendations to the board regarding the annual allotment of scholarship funds.

ARTICLE VIII – CONTRACTS

The Board of Directors may authorize any Officer, Director, agent or agents of the Chapter to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter, and such authority may only be confined to specific instances and under no circumstances shall such authority be general in nature.

ARTICLE IX – ADOPTION AND AMENDMENTS

Section 1: Adoption

These By-Laws shall be officially adopted upon approval from a majority vote of the board of directors.

Section 2: Amendments

These By-Laws may be amended by a majority vote of the board of directors.

Section 3: Standing Rules

The Chapter shall have Standing Rules that will be reviewed annually and may be amended, when necessary, by a majority vote of the board of directors.

STANDING RULES
OF
PENN STATE CHAPTER OF GREATER TAMPA

These Standing Rules relate to the Chapter's By-laws.

- 1) Honorary members of the Chapter include:
 - Andy & Bea Schultz
 - Charlotte Kramer (voted on 9/17/14)
- 2) The President will have a \$100 discretionary spending limit.
- 3) Since Board members are required to be members of the Penn State Alumni Association, Board member are not required to pay annual Chapter dues.
- 4) Chapter dues are \$20 annually per individual or family.