

Professional Convention Management Association At University of Delaware Student Chapter Constitution

Section I

Article I: Chapter Name

1.01 The name given to this chapter is the PCMA at University of Delaware Student Chapter.

Article II: Object or Purpose

2.01 The principle purpose of a Student Chapter shall be to familiarize its members with the basic aspects of the meetings and conventions field through educational and networking opportunities supported or developed by the Professional Convention Management Association and its members.

2.02 Chapter goals of the year 2002-2003 are:

- Establish a membership.
- Have a fall and spring speaker.
- Attend the National PCMA convention.
- Spring workshops.

Article III: Membership

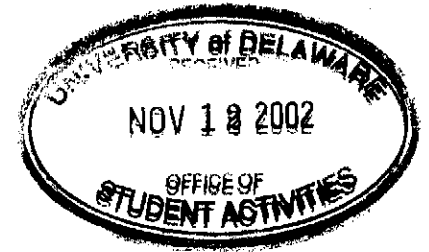
3.01 APPLICATION: Membership is open, without discrimination, to all Hospitality, Tourism, Meeting, or Convention Management (major, minor) students who are attending full time and are in good standing. Applications for membership must be in writing on the official forms provided by PCMA headquarters office. All Student Chapter members must be members of national PCMA.

3.02 OBLIGATION: Every student member shall subscribe to, and be bound by, the laws and the ethical and professional standards of this university as well as the Professional Convention Management Association.

3.03 PRIVILEGES: Every student member whose national dues are paid shall receive all benefits and privileges that they are entitled under the bylaws of the Professional Convention Management Association.

3.04 TERMINATION: Membership in a Student Chapter shall be terminated immediately upon resignation or death of the student, non-payment of dues, or failure to abide by the ethical and professional standards of the university or the Professional Convention Management Association.

3.05 NON-DISCRIMINATION CLAUSE: The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a



viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

Article IV: Membership Meetings and Voting

4.01 MEETINGS: A PCMA Student Chapter must hold a meeting at least once a month throughout the school year at a time and place as determined by the Student Chapter Executive Committee. Special meetings may be called at any time by the President or upon written request of two-thirds (2/3) of the membership. Chapter meetings may be formal, informal, open, or closed. Formal chapter meetings are closed to the public. Informal chapter meetings are open to anyone.

4.02 VOTING: At all meetings of the membership, each member in good standing shall have one (1) vote. Two-thirds (2/3) of membership must be present to vote (for quorum). Student Members must vote in person only. A majority vote of those members present shall reign.

Article V: Officers

5.01 OFFICERS: The officers of an official PCMA Student Chapter shall be the President, Vice- President, Secretary, Treasurer or the combined office of Secretary/Treasurer and Student Chapter Representative.

5.02 ELECTION: After establishment of the chapter, all officers shall be elected during the last membership meeting of the spring semester. The election shall be by closed ballot and a majority vote of the membership present is required.

5.03 TENURE: Officers shall assume positions on the first day of the fall semester and will hold office until the following fall semester. If elected, any officer may serve more than one term.

5.04 REMOVAL: Any officer may be removed from office by the membership if he/she is found guilty by that body of neglect of duty, improper conduct, violation of university or PCMA Bylaws, dismissal from school, or other causes. Removal of an officer shall require a two-thirds (2/3) vote of all members, except in the event of leaving school, then the officer is automatically removed from office. PCMA must be notified of any removal from office.

5.05 VACANCIES: In the event of a vacancy in the office of President, the Vice-President shall automatically succeed to the Presidency. Any member upon majority vote of the Executive Committee may fill vacancies in any other office. An officer selected to fill a vacancy shall serve until expiration of that term.

Article VI: Duties

6.01 **PRESIDENT:** The President shall serve as the chief executive officer and spokesperson for the Student Chapter and shall preside at all meetings of the membership. The President shall appoint such committees as may be required and may propose courses of action or suggest such procedures to be followed as, in the President's opinion, will promote the general welfare of the Student Chapter. The President shall be responsible for updating the PCMA Headquarter Office at least once a semester with information on the chapter, such as number of members and any newsworthy events to include in the student newsletter and, if appropriate, PCMA's official journal, *Convene*. Duties of the President include notifying PCMA Headquarters of the Chapter's intention to attend the PCMA Annual Meeting. The President shall be responsible for overseeing that all reports are sent to PCMA Headquarters.

6.02 **VICE-PRESIDENT:** In the absence of the President, the Vice-President shall be the presiding officer. The Vice-President must enforce rules to maintain order while a chapter meeting is in session. The Vice-President shall have such powers, and perform such other duties, as the President may prescribe.

6.03 **SECRETARY/TREASURER:** The Secretary/Treasurer shall be responsible for keeping accurate records of all members, keeping minutes of each meeting, and making contact with other people or organizations. The Secretary/Treasurer also shall have charge of and be responsible for all funds and shall present reports at each chapter meeting as needed.

6.04 **TREASURER:** The Treasurer shall be responsible for keeping records of member who paid dues and in charge of sending dues out to nationals. The treasurer will also help raise fund to reduce dues and pay for the National Convention.

6.05 **STUDENT CHAPTER REPRESENTATIVE:** The Student Chapter Representative shall represent the student chapter in the Greater Philadelphia PCMA National Chapter and keep the student members informed of any relevant material.

6.06 **EXECUTIVE BOARD:** The Executive Board of the Student Chapter shall consist of the President, Vice-President, Secretary/Treasurer, and the Student Chapter Representative.

6.07 **EXECUTIVE COMMITTEE:** The Executive Committee of the Student Chapter shall be selected by the Executive Board. They shall choose the position they see the chapter needs at that time. All interested members, shall have the right to apply for any of these positions.

Article VIII: Faculty Advisor

8.01 All PCMA student chapters should have a faculty advisor. PCMA should have an address and phone number for the faculty advisor. If fax numbers are available, PCMA should have this information so chapters can receive time-sensitive materials.

Article IX: Disbursal of organizational

9.01 Disbursal of organization assets should the group become defunct - The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

Article X Quorum

10.01 The minimum number of members who have to be present at a meeting in order for business to be conducted legally. It is a protection against the possibility that a small number of individuals within an organization might get together and transact business in an under representative way.

Article XI The Constitution

11.01 Ratifying the Constitution: Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.

11.02 Amending the Constitution- Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

Article XII Signatures

12.01 There should be a signature and date line for the Organizational President, the Adviser, and the Program Coordinator for Leadership Development.

President

Date

Adviser

Date

Program Coordinator for Leadership Development

Date

Section II

This form must be filled out completely and return to PCMA.

CHAPTER NAME:

CHAPTER PRESIDENT:

CHAPTER VICE-PRESIDENT:

SECRETARY:

TREASURER:

STUDENT CHAPTER REPRESENTATIVE:

NUMBER OF PCMA STUDENT MEMBERS IN CHAPTER:

MAILING ADDRESS FOR CHAPTER:

FACULTY ADVISOR:

Please include a list of Student Chapter Members along with brief bio to keep on file.