

Constitution

Public Relations Student Society of America
California State University, Fullerton
Robert E. Rayfield Chapter

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of the organization shall be Public Relations Student Society of America (PRSSA).

Section 2. The purpose of this organization is to provide students with hands-on experience in public relations, provide communications majors the opportunity to network with professionals in the different fields of communications, to promote the PRSA Code of Ethics and belonging initiatives, and to provide students with experience necessary to excel in the field of public relations.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Students who have met the membership requirements and have paid the necessary national and Chapter dues shall be eligible for participation in all PRSSA activities at the national and Chapter levels. This shall include the right to serve as a national officer, provided the member has met additional criteria, and the right to serve as a Chapter officer, Assembly Delegate, or National Subcommittee member, as well as entitlement to services provided from National Headquarters as described in the Chapter Handbook.

Section 2. National affiliation requirements. Separate from Student Life and Leadership requirements, The California State University, Fullerton Robert E. Rayfield Chapter of PRSSA, must follow requirements to be recognized at a national level.

- A. **Institutional** — Colleges and universities where PRSSA Chapters may be established are limited to those located within the United States territory that offer baccalaureate degrees and a sequence of at least five courses in public relations, supplemented by additional courses allied to this field of study. Such colleges or universities must be accredited by a nationally or regionally recognized accrediting association or board. The PRSA Educational Affairs Committee is authorized to consult with and assist colleges and universities in meeting this standard.
- B. **Students** — The minimum number of eligible students required for establishing a student Chapter is ten, at least one of whom must have satisfactorily completed a public relations course. The remaining students shall either make a written affirmation that they plan to major in public relations or shall demonstrate their interest in public relations by enrolling in at least one course in the subject. All students must be currently enrolled in the college or university applying for the charter. At least eight of the eligible students must be at or below the junior undergraduate level.
- C. **Faculty Adviser** — The teacher nominated by students for Faculty Adviser shall teach at least one of the public relations courses required for the establishment of a Chapter. The Faculty Adviser shall be a Member or Associate Member of PRSA.
- D. **Professional Adviser(s)** — Petitioning students must nominate one or two Professional Advisers who shall be Members of PRSA, at least one of whom shall be a Member who has at least five (5) years of professional public relations experience or is Accredited in Public Relations, interested in participating in the development of the student Chapter. Professional Advisers must be members in good-standing of the PRSA Chapter sponsoring the Chapter application and may not be Associate Members.

- E. **PRSA Chapter sponsorship** — Applications for charters must be endorsed by the President of the sponsoring PRSA Chapter. Four additional members of the sponsoring PRSA Chapter must also sign the application as an indication of personal commitment to provide support to the proposed PRSSA Chapter.
- F. PRSSA Chapters shall be established only at colleges or universities that meet the necessary requirements and have received a formal charter from the PRSA Board of Directors.
- a. **Name.** Each PRSSA Chapter shall officially be known as the “(name of college or university) Chapter of PRSSA,” unless special permission is granted by the PRSA Board of Directors for an alternate title.
 - b. **Membership.** Chapter membership shall be composed of only those students who meet the requirements for PRSSA membership and have paid the necessary national and Chapter dues. Chapter members also must be enrolled in a course or courses at the college or university to which the Chapter charter was granted. A student may not be a member of more than one PRSSA Chapter simultaneously.
 - c. **Dues.** Each student Chapter shall establish its own initiation fee and individual dues structure as may be necessary to carry local expenses and shall limit membership to those paying such dues.
 - d. **Constitution.** Each PRSSA Chapter shall have a Chapter Constitution which must be approved by the PRSA Board of Directors to become effective. All articles in the Chapter Constitution shall adhere to the PRSSA Bylaws.
 - e. **Officers. Criteria for national affiliation.**
 - i. **Titles** — Each Chapter shall elect annually a President, Vice President, Secretary, Treasurer, Historian, Public Relations Officer, National Assembly Delegate, and Alternate Delegate. The offices of Treasurer and Secretary may be combined. In addition, the Assembly Delegate and Alternate may simultaneously hold another office within the Chapter. Other Chapter officers may be elected to handle local needs, based on the rulings set forth in the Chapter’s Constitution.
 - ii. **Duties and responsibilities** — The duties of the President, Vice President, Secretary, Treasurer (or Secretary Treasurer), Public Relations Director, Historian, National Assembly Delegate, and Alternate shall be such as usually pertain to the offices they hold. Specific duties and responsibilities of these and other officers elected by the Chapter shall be cited accordingly in the Constitution of each Chapter, based on local needs and suggestions provided in the PRSSA Chapter Handbook.
 - iii. **Elections** — Election of Chapter officers and advisers shall be held before April 15, with those elected assuming office the following June 1 for one calendar year. One third of the dues-paying membership of the Chapter shall constitute a quorum. A simple majority vote of the quorum is required for election to office.
 - iv. **Removal from office** — Any Chapter officer or adviser may be removed for cause by a two-thirds vote of the quorum or a majority of the mail ballot of the entire dues-paying membership. Petition for removal signed by at least 10 percent of the Chapter membership must be submitted to all parties concerned, no less than three weeks in advance of a special meeting called to consider this petition. At this special meeting, all parties concerned shall have the opportunity to present their case. If two-thirds of the dues-paying members are in attendance, they shall constitute a quorum, and the vote will be taken. If fewer than two-thirds of the dues-paying members are in attendance,

balloting will be conducted by mail. All ballots must be sent within three business days following the meeting and returned to the faculty adviser within 14 days of the meeting. This ballot shall include statements from all parties concerned. All ballots will be counted by a committee appointed by a majority vote of the Chapter officers. Grounds for removal shall be misconduct to bring discredit to PRSSA or PRSA, dereliction of assigned duties, intentional violation of PRSSA Bylaws, or the Chapter Constitution, and/or failure to maintain acceptable academic standards. Proceedings in such cases shall be confidential. A removed officer shall be replaced by one elected by a majority vote of the Chapter membership.

- f. **Faculty Adviser.** Each Chapter shall elect annually a Faculty Adviser who shall be the official faculty representative in and to the Chapter, and who shall act as the official link between the student Chapter and PRSA. To be eligible for election, a Faculty Adviser shall be a teacher of at least one of the public relations courses required for the establishment of a PRSSA Chapter. Faculty Advisers shall be PRSA Members or Associate Members.
- g. **Professional Adviser.** Petitioning students must nominate one or two Professional Advisers who shall be Members of PRSA, at least one of whom shall be a Member who has at least five (5) years of professional public relations experience or is Accredited, interested in participating in the development of the student Chapter. Professional Advisers must be members in good standing of the PRSA Chapter sponsoring the Chapter application and may not be associate members. To facilitate the students' election of Professional Advisers, the officers of the sponsoring PRSA Chapter shall nominate eligible members of their Chapter annually as possible Professional Advisers and submit the names to the student group for ratification. While the PRSSA Chapter is not obliged to choose the submitted nominees, any Professional Advisers elected annually must be a Member of PRSA and must agree to volunteer his or her time for the betterment of the students and the student Chapter. Professional Advisers shall not counsel more than one PRSSA Chapter at the same time.
- h. **Meetings.** Each Chapter Executive Board shall meet at least once during each month that school is in session at a designated location within the campus community.
- i. **Services.** Each PRSSA Chapter shall be eligible for services provided by the PRSSA national officers, PRSSA Vice President, and the PRSA, as specified in the PRSSA Chapter Handbook.
- j. **Chapter Activities.** All activities of a PRSSA Chapter must be taken in the name of the Chapter. PRSSA Chapters may not merge with other organizations. No Chapter activity shall impose any liability or obligation upon PRSA.

Section 3. National PRSSA membership shall be limited to those students who pay annual national and local dues.

A. National Dues

- a. The amount of national dues shall be determined annually by the PRSSA National Assembly with counsel from the National Committee. Chapters must be notified of any proposed change in national dues at least 21 days prior to the National Assembly.
- b. National dues shall be collected from each member by the Chapter treasurer at the outset of each academic year and sent, with the official form provided by PRSSA headquarters, to the PRSSA Vice President of Education no later than November 1. On payment of such dues, a student is entitled to one full year's membership, extending from November 1 to October of the following year.

- c. National dues for students joining the Chapter on or after March 1 may be forwarded by the Chapter treasurer, together with the official form provided by PRSSA Headquarters, to the PRSSA Vice President of Education in the spring. On payment of such dues, a student is entitled to one full year's membership, extending from March 1 to the last day of February the following year.
- d. There shall be no prorating of dues. (b) Chapter Dues — Each student Chapter shall establish its own local initiation fee and dues structure as may be necessary to carry local expenses and to meet local needs.

Section 4. Brand Standards. The Public Relations Student Society of America name and logotype are copyrighted and may not be altered. Any revisions in the name or logo must be formally approved by the PRSSA National Assembly, the PRSSA National Committee and the PRSA Board of Directors.

- A. **National Use.** The design of official Society stationery, certificates, keys, charms, and other insignia or official documents of PRSSA shall be determined by the PRSSA National Committee, in cooperation with the PRSSA Vice President.
- B. **Chapter Use.** Student Chapters shall have the authority to use the unaltered PRSSA name and logotype on local publications, stationery, certificates, documents, and memorabilia. However, the acquiring of pins or other insignia shall not be a requirement for obtaining or maintaining membership in any Chapter of PRSSA.

ARTICLE III. OFFICERS

Section 1. Powers and Duties of Officers

- A. President.
 - a. The President shall preside at all meetings of the organization. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. They have further powers and duties as prescribed by the organization.
 - b. Responsibilities
 - i. Preside at all general and Executive Board meetings
 - ii. Establish agendas and scripts at least 24 hours prior to meetings and events
 - iii. Set goals and objectives for the Chapter with the current executive board and faculty advisor
 - iv. Update the Professional Advisor on a monthly basis
 - v. Conduct reflections
 - vi. Meet with the Faculty Adviser on a weekly basis
 - vii. Be the “last pair of eyes” on all decision-making and execution plans
 - viii. Oversee all board member projects and progress
 - ix. Set strict deadlines (time and date) for all executive board member duties

- x. Create the calendar of the year PRIOR to the first executive board meeting
- xi. Coordinate, write and apply for National Awards (Chapter awards, Pacesetter, etc)
- xii. Attend the OCPRSA Monthly Board meetings
- xiii. Maintain strong relationships with local and national chapter
- xiv. Respond to general member questions through email on a regular basis
- xv. Serve as an adviser to the incoming Executive Board
- xvi. Oversee Facebook, Twitter and other social media outreach tools
- xvii. Work with VP of Digital Communications and VP of Finance to implement Facebook advertisements and work financial transactions.
- xviii. Book rooms and office space for board meetings and member events
- xix. Coordinate logistics for the National Conference
- xx. Welcome and end all events
- xxi. Work with VP of Events on kick-off events
- xxii. Write at least one news release for Nationals per semester
- xxiii. Send email newsletters on a weekly basis
- xxiv. Pay for event food and materials if no other board member can pay
- xxv. Motivate executive board and members through enthusiastic attitude toward PRSSA.
- xxvi. Preside at all membership and executive board meetings.
- xxvii. Appoint committees and advise chairs; advise members about Chapter activities.
- xxviii. Delegate responsibilities of officers and committees.
- xxix. Direct overall Chapter operations.
- xxx. Recommend and establish goals and objectives for the Chapter with the approval of the executive board, Faculty and Professional Advisers.
- xxxi. Assist the treasurer in collecting dues and provide an accurate dues form to PRSSA Headquarters by dates determined by nationals.
- xxxii. Stay in contact with the PRSSA National Committee.
- xxxiii. Notify PRSSA Headquarters and PRSA sponsor Chapters of changes in Chapter leaders through the Chapter Officer Form at the end of the academic year (available at <http://prssa.prsa.org/chapters/leaders/transition/ChapterOfficerForm.html>)

- xxxiv. Produce the Chapter newsletter on a regular basis throughout the school year.
- xxxv. Produce or oversee Chapter news on the national website, <http://prssa.prsa.org/>.
- xxxvi. Post announcements for Chapter meetings around campus.
- xxxvii. Communicate National PRSSA updates to Chapter and Executive Board

B. Vice President

- a. Presides at the organization meetings in the absence of the President. They perform all duties assigned by the President. They notify all members of organization meetings.
- b. Responsibilities
 - i. Perform presidential duties if the president is absent or unable to perform them.
 - ii. Help the president coordinate and direct committee activities and Chapter operations.
 - iii. Assist the President in coordination and direction of Chapter operations.
 - iv. Perform duties as delegated by the President.
 - v. Council the president by recommending goals, objectives, plans and programs.
 - vi. Assist any executive board member that needs assistance, including those absent or unable to complete their tasks.
 - vii. Create and update the internship database through a WordPress website.
 - viii. Update the internship database password and send members exclusive internship opportunities. Research internships on a weekly basis and send members the listings.
 - 1. 3 new internships will be added to the database every week.
 - ix. Check PRSSA internship email mailbox daily.
 - x. Create PRSSA membership certificates in PDF Format and distribute to new members through email.
 - xi. Maintain relationships with other surrounding chapters through active communications channels.
 - 1. Communicate through Facebook and email
 - 2. Check-in monthly on presidents of local chapters
 - xii. Design, order and sell PRSSA t-shirts and attire.
 - xiii. Design and sell executive board member attire.
 - xiv. Design graduation stoles for outgoing PRSSA members and sell them in the fall and in the spring.

1. Order mock graduation stole by the beginning of the fall semester
 2. Begin sales at the beginning of the Spring Semester
- xv. Send out surveys following each semester
1. Surveys should ask for feedback on overall experience with PRSSA
- xvi. Implement strike system for Executive Board members:
1. Must give at least 24 hours' notice of absence to the Vice President and the President
 2. Two tardies will equal one absence. A tardy is defined under Section 1 of the Executive Board Strike System, where the member arrives late five minutes without prior notification.
 3. Three unexcused absences will result in the immediate expulsion from the Board
 4. Three consecutive absences will result in termination
 5. Position duties will be performed by the Vice President until delegated to a new elected board member or new appointed board member.
 6. Although the Vice President's duty is to implement the strike system, they are not immune from these consequences as well.

C. Vice President of Finance (Treasurer)

- a. The Vice President of Finance handles all financial affairs and budgeting of the organization. They maintain AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President, and Advisor. All disbursements for more than \$150 require a majority vote approval of the organization.
- b. Responsibilities:
 - i. Work with the executive board by recommending goals, objectives, plans, programs and annual budget for chapter.
 - ii. Establish online payment methods through EventBrite link with the current Titan Student Union Information & Services supervisor.
 - iii. Turn in Disposition of Inactive Agency Account Funds and Agency Account forms to the Account Department after fiscal year ends on June 30.
 - iv. Attend TSU Office Space Orientation for both fall and spring semesters and disperse necessary information to the Executive Board.
 - v. Establish overall budget as well as budget for Executive Board positions at beginning of each semester.
 - vi. Update budget and inform Executive Board on budget status at each board meeting

- vii. Collect and forward all Chapter and national dues at the times specified in the PRSSA National Bylaws, with the assistance of the Executive Board.
- viii. Collect member forms with check payments. Send all member information to the Vice President of Administration to be recorded in the existing member database.
- ix. Work with the Vice President of Special Events to discuss budgeting for special events planned throughout the year.
- x. Collect fees for any Chapter special events and fundraisers.
- xi. Deposit and disperse Chapter funds with proper approval. Ensure that all expenditures are legitimate.
- xii. Provide safekeeping for all Chapter funds and keep accurate financial records.
- xiii. Maintain a Chapter account and report financial account status at every board meeting.
- xiv. Preserve our relationship with the Philanthropic Office / SLL through accurate reports of in-kind donations and sponsorship proposals.

D. Vice President of Professional Development.

a. Responsibilities:

- i. Reach out to speakers (Industry Professionals) for bi-weekly general member meetings at least one month prior to the meeting date.
- ii. Lack of communication from professional(s) shall not reflect on the VP(s) of PD.
- iii. Respond to all professional(s) in a timely manner. Emails or phone calls should not go more than two days without a response.
- iv. Update Executive Board during board meetings on status of professionals.
- v. Tend to professionals: provide directions, gift, food and parking pass for all speakers.
- vi. Collect biographies and headshots from guest speakers to share with members for website and social media and pass them along to the VP of Digital Communication and to the President to be used in promotion for events at least two weeks before event date.
- vii. Create and/or maintain a database of the Professional contacts. If contact is a CSUF alum and/or PRSSA alum, give contact information to the Administrative Director for alumni database.
- viii. Encourage the executive board to contribute to the creation of ice breaker ideas to help establish a connection between professionals and members, members and members, and executive board and members at events.
- ix. Managing logistics of biweekly meetings including but not limited to: scripts, presentation materials, equipment rentals, room set-up, moderating panels and content creation for all meetings.

- x. Coordinate membership of graduating PRSSA members into PRSA with membership chairs of local PRSA chapters.
- xi. Organize and execute from concept, graphics, and logistics of PRSSA Holiday Card. The Holiday Card is a strategic tactic used by the VP(s) of PD to maintain positive relationships with all previous guest speakers and notable partners to the Robert E. Rayfield Chapter.
- xii. Design and purchase PRSSA *Thank You* cards to be used with speaker gifts.
- xiii. Purchase and distribute *Thank You* cards to all members attending the National Conference. Thank you cards will be used to give back to speakers, members from other Chapters, etc.
- xiv. Create and distribute bi-weekly event surveys to be sent out no later than two days after the event occurs.
- xv. Work with the VP of Finance to decide on and maintain a budget for speaker gifts and parking passes.
- xvi. Work with VP of Digital Communications to provide content regarding all bi-weekly events (Speaker biographies, Speaker headshots, Event PowerPoints)

E. Vice President of External Digital Communications.

a. Responsibilities:

- i. Photograph events and make photographs accessible to members
- ii. Photographs should include: CICC sponsored food (if the event is sponsored), event decorations, speaker candids and posed shots, member candid and posed shots
- iii. Photographs should be taken throughout the entire duration of the event.
- iv. Minimum number of photos taken will be determined and voted upon a board meeting prior to the event.
- v. Minimum number of edited photos will be determined and voted upon a board meeting prior to the event.
- vi. Post image or images to all social channels no longer than one week following an event directing members to view the website for full access to images.
- vii. Work with the VP of Outreach to create and print outreach materials.
- viii. Work with the VP of Sponsorships to feature sponsors and sponsor events onto PRSSA's social media platforms.
- ix. Design, print and pick up marketing materials: fliers, bookmarks and other necessary content to promote PRSSA membership and upcoming meetings.
- x. Ensure that all marketing materials receive approval by the executive board (logos, designs, dates, etc.)

- xi. Assist other VP(s) in the design and execution of graphics pertaining to their position, including but not limited to: bi-weekly events, social mixers, boot camps, tours, etc.
- xii. Create social media content calendars and get it approved by Chapter President
 - 1. Social media calendar will determine how many posts per week.
- xiii. Manage Facebook, Twitter, Instagram, Snapchat and other social media outreach tools to engage members.
- xiv. Design and create PowerPoints to present during Chapter bi-weekly events.
 - 1. Work with the President and VP(s) of Professional Development to match PowerPoints to event scripts and guest speaker information.
- xv. Work with VP of Events to ensure all events outside of bi-weekly meetings are also being promoted via social media and websites.
- xvi. Work with President and VP of Finance on Facebook Advertising Campaigns
 - 1. Financial responsibility for Facebook Advertising Campaigns will be discussed between the President, the VP of Finance, and the VP of Digital Communications.
- xvii. Find creative ways to keep up with public relations, social media trends, and members involved in social media (social media contests, social media campaigns)
- xviii. Create Facebook events for all bi-weekly member meetings.
- xix. Ensure Executive Board consistently participates in liking, sharing, and commenting on all posts across all CSUF PRSSA social media platforms.
 - 1. Failure to consistently engage in content will result in discussion with President and Vice President to decide on appropriate disciplinary action.
- xx. Must have basic knowledge of Adobe Creative Cloud (Illustrator, Photoshop, InDesign, etc), photography and Wordpress.

F. Vice President of Internal Digital Communications.

a. Responsibilities:

- i. Design and maintain the Chapter website weekly.
- ii. Work with the VP of Finance to discuss budget regarding widget plugins and website updates.
- iii. Photograph events and make photographs accessible to members
 - 1. Photographs should include: CICC-sponsored food (if event is sponsored), event decorations, speaker candids and posed shots, member candid and posed shots

2. Upload edited images to website by Sunday following bi-weekly and special events
 3. Photographs should be taken throughout the entire duration of the event.
 4. Minimum number of photos taken will be determined and voted upon at the board meeting prior to the event.
 5. Minimum number of edited photos will be determined and voted upon at the board meeting prior to the event.
- iv. Work with the VP of Outreach to maintain PRSSA blog and post necessary content as provided by the VP of Outreach.
 - v. Work with the VP of Outreach to create and print outreach materials.
 - vi. Work with the VP of Sponsorships to feature Sponsors and Sponsor events onto PRSSA's social media platforms and website
 - vii. Design, print and pick up marketing materials: fliers, bookmarks and other necessary content to promote PRSSA membership and upcoming meetings.
 - viii. Ensure that all marketing materials receive approval by the executive board (logos, designs, dates, etc.)
 - ix. Assist other VP(s) in the design and execution of graphics pertaining to their position including but not limited to: bi-weekly events, social mixers, bootcamps, tours, etc.
 - x. Create social media content calendars and get them approved by Chapter President
 1. Social media calendar will determine how many posts per week.
 - xi. Manage Facebook, Twitter, Instagram, Snapchat and other social media outreach tools to engage members.
 - xii. Maintain professional social media websites (LinkedIn and Titan Link)
 - xiii. Design and create PowerPoints to present during Chapter bi-weekly events.
 1. Work with the President and VP(s) of Professional Development to match PowerPoints to event scripts and guest speaker information.
 - xiv. Work with the VP of Events to ensure all events outside of bi-weekly meetings are also being promoted via social media and websites.
 1. Including but not limited to: graphics, fliers, Facebook events, content from tours, boot camps, workshops, etc.

G. Vice President of Administration.

a. Responsibilities:

- i. Record minutes for all executive board meetings.

- ii. Prepare minutes with assistance by the president.
- iii. Manage a database of current and past PRSSA members.
- iv. Work closely with the Vice President of Finance to receive all new membership information.
- v. Maintain a record of Chapter members with school and permanent home addresses.
- vi. Create sign-in sheets to record membership attendance at member meetings and keep record of all attendance rates through an organized excel sheet.
- vii. Document membership dietary restrictions through membership sign-ups to assist University Relations Director in purchasing food for events.
- viii. Submit Membership Dues and the Chapter Information Sheet to PRSSA Nationals for the Fall and Spring semester.
- ix. Manage and update databases for the Chapter.
- x. Assist executive board members in their duties when needed.
- xi. Cross-reference PRSSA member information with other Executive Board members for events.
- xii. Provide overall organizational and operational support for the Executive Board.
- xiii. Select and manage Administration Committee if additional assistance is needed in position.
- xiv. Maintain and record history of Chapter for accurate record keeping from year to year.

H. Vice President of Events.

a. Responsibilities:

- i. Host a bonding event (dinner, bonfire, etc.) to better familiarize board members with one another. Preferably this will take place almost immediately following elections.
- ii. Work with VP of Sponsorship over summer to attempt to get TAG Grant with Justin Gerboc from Alumni Association.
- iii. To create a theme and small event for PRSSA's Ethics Awareness Month in September.
- iv. Responsible for venue, theme, decorations and food choice of the Halloween Mixer at the end of October.
- v. Responsible for the organization of the theme, decorations, program, food, etc. for the Comm Week Mixer (Gala) in April.
- vi. Send out surveys to members after each event (Gala, Halloween Mixer, boot camps, workshops, etc.) and review feedback to make changes for future events.

- vii. In the case of a board vote to bid for a Regional Conference, the VP of Events must serve as the primary lead in the application process and execution if the CSUF Chapter is selected.
- viii. Responsible for creation and maintaining of Google Forms, used for signups for events (tours, boot camps, workshops).
- ix. Coordinate opportunities for members and provide general event-planning support to the President and Executive Board.
- x. Plan at least one agency tour per semester.
- xi. Plan at least one agency boot camp or workshop per year.
- xii. Work with VP of Digital Communication on all fliers, Facebook events, content from tours, boot camps, workshops, etc. for social media.
- xiii. Work with VP of Finance to receive approval on budget for each event as well as Eventbrite logistics.
- xiv. Fill in VP of Finance on any updates/changes in planning to get approval.
- xv. Work closely with the VP of Sponsorship to get event expenses covered for what the budget does not allot as well as opportunities for sponsored raffles during events.
- xvi. Be the host for every event, making sure everyone is enjoying themselves.
- xvii. Coordinate bonding activities for members throughout the semester. Ensure that members understand the maximum benefits of PRSSA.
- xviii. Works closely with the VP of Finance in ensuring the recovery of all costs and expenses of an event.

I. Vice President of Sponsorships and Fundraising.

a. Responsibilities:

- i. Motivate members through their enthusiastic attitude toward PRSSA
- ii. Work closely with VP of Finance to create a Revenue Plan for the budget the summer before the school year starts
- iii. Beginning of the semester, create Sponsorship goals to be discussed and voted on by the Board during bi-weekly meetings.
- iv. Meet these goals by the end of the semester.
- v. Maintain database of PR companies and past, current, and future sponsors
- vi. Write templates for donation letters and donation thank you notes approved by the Faculty Adviser before the start of the semester.
- vii. Organize a timeline for sending these donation letters and thank-you notes

- viii. Remain accountable to invoice and contract each sponsor as soon as they commit to being a Premier Patron for the records for PRSSA
 - 1. Share these records with VP of Finance
- ix. Responsibilities as the liaison to provide proper communication and representation between the PRSSA Chapter and the current sponsors
- x. Develop and implement a campaign to recruit and maintain corporate sponsorship for expenses.
- xi. Develop and implement a campaign to recruit and maintain private donors from CSUF PRSSA alumni for expenses.
- xii. If events are not sponsored by CICC, find donors for refreshments, supplies and giveaways, etc., for PRSSA member meetings and social events. Work with the VP of Events to pick up donated items, especially food for the meeting.
- xiii. Coordinate fundraising opportunities to help ensure the chapter is still receiving funds regardless if sponsorship funds are successful.
- xiv. Coordinate volunteer opportunities for members. Create sign-up sheets for events.
- xv. Develop a sponsorship committee to assist in recruiting in-kind sponsorships and fundraising events.
- xvi. Minimum number of in-kind donations be one per event.
- xvii. Update Executive Board at bi-weekly Executive Board meetings on sponsor's involvements.
- xviii. Consult with the President and the Faculty Adviser every other week with questions, ideas, and concerns to understand the best course of action.
- xix. Be consistent with the sponsorship template letter as well as sponsor outreach.
- xx. Be persistent with follow-ups. Be sure to have next steps ready.
 - 1. Do not let an email from a sponsor go more than two days unanswered.
 - 2. If no response is not received within a week, a follow-up email should be sent.
 - 3. Once four emails are sent and there is no response, move forward and discuss with the President what action to take.
- xxi. Make sure social media and websites are consistently recognizing sponsors.
- xxii. Request transparent logos when new sponsors contribute. This includes yearly product sponsors and monetary sponsors.

J. Vice President of University Relations.

a. Responsibilities:

- i. Attend weekly CICC Meetings Act as the liaison between PRSSA and CICC by relaying upcoming ASI and College of Communications events; make announcements at general and board meetings.
- ii. Write proposals for funding of various PRSSA needs to the CICC council.
- iii. Plan the food that will be provided for meetings. Send it to the CICC chair in their Call to Action emails.
- iv. Collect proper documents (quotes, receipts, letters, airline tickets, hotel information/receipts) for the CICC to ensure appropriate and timely reimbursements.
- v. If unable to attend a CICC meeting, make arrangements with the Vice President of Finance, President, or Vice-President for substitution.
- vi. Work with the Chapter President to ensure National Conference registration reimbursements.
- vii. Collect National Conference paperwork from participants
- viii. Coordinate with the Vice President of Digital Communications and Vice President of Administrative to ensure that all information for CICC presentations and proposals are available and up to date.
- ix. Be sure all CICC materials are up to date.
- x. Create presentations to present to CICC to ensure funding is used properly.
- xi. Make arrangements for all funded items to be brought to CICC meetings.
- xii. Set up with other board members who will be paying for the food for that event. (They will be reimbursed.)
- xiii. Create a schedule of when each board member will provide payment of food for each event
- xiv. Meet with a paying board member to pick up the payment and pay for the food.
- xv. Arrange food pick up & organize who will help pick up and make sure the food gets there on time.
- xvi. Encourage members to apply for national and regional PRSSA scholarships. Updates bi-weekly.

K. Vice President of Outreach.

a. Responsibilities:

- i. VP of Outreach is in charge of the online blog, upkeep and coming up with content for new posts, biweekly or more often.
- ii. Be present and a main contact for all tabling events, to work on membership outreach, pitching, and the promotion of our organization.

- iii. Be the main contact for classroom outreach, to be knowledgeable and confident in all of the benefits and opportunities that PRSSA has to offer.
- iv. Be active and engaging at all events, and be the main contact for member questions and the face of outreach.
- v. In charge of all email pitching and newsblasts to members regarding opportunities and other important messaging.
- vi. Considered the primary point of contact for all potential and interested members.
- vii. In charge of all 'swag' items (such as keychains, lanyards, stickers, pins, etc.) for members to be present at tabling events. Work with outside companies to find valuable and interesting swag for our members to represent the chapter.
- viii. Complete a classroom outreach list with classes the executive board can pitch to.
 - 1. Make one during the summer for fall semester and one during winter break for the spring semester.
- ix. In charge of high school and college outreach, and compile a list of high school & college points of contact to reach out to.
- x. Promote national benefits to members.

L. Vice President of Social Impact and Belonging.

a. Responsibilities:

- i. Monitor and understand emerging social trends and topics—including those related to race, gender, socioeconomic status, physical and cognitive abilities, culture, religion, age, and other identities—and translate them into organizational strategies that improve brand awareness and relevance.
- ii. Ensure the organization uplifts and platforms the voices of historically marginalized communities (including BIPOC, LGBTQ+, persons with disabilities, veterans, first-generation students, and those from diverse socioeconomic backgrounds).
- iii. Lead efforts across platforms such as Instagram, Twitter, Facebook, and LinkedIn to spotlight campaigns and initiatives that highlight belonging, awareness, and social impact.
- iv. Plan and launch campaigns that honor important social observances (e.g., Black History Month, Pride Month, Disability Awareness Month, Women's History Month), amplifying voices and stories that broaden awareness.
- v. Coordinate panels, workshops, in-person booths, and tabling events that encourage dialogue around belonging, representation, and access for all members.
- vi. Partner with other student organizations, campus groups, and community organizations to expand outreach, strengthen relationships, and create joint programming.

- vii. Lead efforts within the chapter to cultivate a culture of inclusion, ensuring that members from all backgrounds benefit fully from the organization's resources, opportunities, and networks.
- viii. Maintain awareness of relevant laws and policies in higher education, including Title IX, Title VI, Title VII, ADA, ADEA, Section 504, and the Clery Act, ensuring compliance and informed programming.
- ix. Stay informed on vocabulary, terms, and best practices related to belonging and representation, guiding the Board and membership in using accurate, respectful, and inclusive language.

M. Incoming President.

- a. In the event that the President finds a successor during his/her last term, then the incoming president will begin to undergo training while familiarizing themselves with the organization.
 - i. Work with the current President to coordinate the awards and scholarships that PRSSA should apply for and meet the deadlines of applications. Updates bi-weekly.
 - ii. Act as additional assistance for each board member to better learn each position.
 - iii. Familiarize themselves with each position on the board.
 - iv. Set up one-on-one meetings with each of the board members.
 - v. Starting the Spring Semester before their term, the incoming President must pitch at each bi-weekly board meeting.

Section 3. Officer qualifications (President and Vice President of Finance (Treasurer) only):

- A. The President and Treasurer of the California State University, Fullerton, Robert E. Rayfield Chapter of PRSSA are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.
 - a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
 - b. Officers must maintain a minimum cumulative 2.5-grade point average each term.
 - c. Officers must be in good standing and must not be on probation of any kind (i.e. academic, disciplinary, or administrative).
 - d. Undergraduates are required to earn six-semester units per term while holding office. Graduate and credential students must earn three-semester units per term while holding office.
 - e. Failure to comply with any portion of Section 3 will result in the officer's suspension and the possibility of dismissal.

Section 4. Other Executive Board Members and Committee Members

- A. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
- B. Officers must maintain a minimum cumulative 2.5-grade point average each term.

- C. Officers must be in good standing and must not be on probation of any kind (i.e. academic, disciplinary, or administrative).
- D. Undergraduates are required to earn six-semester units per term while holding office. Graduate and credential students must earn three-semester units per term while holding office.
- E. Failure to comply with any portion of Section 3. will consequent to the offer's suspension and the possibility of dismissal.

ARTICLE IV: Executive Board Expectations For Executive Board Behavior and Attendance

Section 1. The Executive Board is expected to comply with the Executive Board Code of Conduct. If board members fail to adhere to the Executive Board Code of Conduct, it could result in a strike or appropriate disciplinary action. (See Executive Board Code of Conduct)

ARTICLE V: Executive Board Removal

Section 1. Removal by Board Vote

- A. An offense must be stated on the designated document form and submitted by a member to the Vice President, President and/or Faculty Advisor.
- B. After the document is reviewed by the Vice President, President, and the Faculty Adviser, appropriate disciplinary action will be taken, depending on the complaint.
 - a. Reference the Executive Code of Conduct for steps on discussing formal complaints and offenses with the Executive Board.
- C. If at least three formal complaints (the designated document form) are submitted, then a special meeting will be called by the Vice President with the offender.
 - a. The President will be present for this meeting.
 - b. At this meeting, the offenses and complaints will be discussed.
 - c. The offender will be asked to sign a document acknowledging the complaints and recognizing the fact that if the behavior were to continue their position may be subject to a removal vote by the rest of the Executive Board. They will also acknowledge that they will be put on a month of active probation by the Executive Board. See Article IV, Section 2 for guidelines on special meetings.
 - d. The Executive Board will be notified of the complaints.
 - e. After the month probation, then the executive board will decide if there was a positive change or no change at all.
 - f. In the event of a positive change and the accused member is put off probation, if the offender were to receive three new complaints, then they will be subjected to a special hearing.
 - g. If it is decided that the offender's behavior has not changed, the offending member will have a 24-hour notice that a hearing will be taking place before his or her peers.
 - h. The rest of the Executive Board will be notified that a hearing will be taking place in order to plan a date in which to have this special hearing.

- i. Procedures at special meeting and hearing.
 1. The Vice President will introduce the underlying issues with the entire board and the Faculty Adviser will be present. In the case the complaint is issued against the Vice President, the President will introduce the underlying issues with the entire board and Faculty Adviser.
 2. The Executive Board members will be given an anonymous list of all the formal complaints.
 3. The accused offender is allowed time to defend his/her case.
 4. The Executive Board will be able to ask questions and discuss with the accused offender in the room.
 5. Afterwards, the accused offender will gather their belongings and leave the room as the Executive Board votes anonymously.
 6. The meeting will require an affirmative vote of 2/3 of the board's voting membership to remove the accused offender.
 7. After the vote, the Faculty Adviser will leave to count the votes and inform the voting membership of the results.
 8. The President and Vice President are to inform the accused offender of the results.
 9. The accused offender will not know the vote count.
 10. In the event that the member is removed from the board, they cannot use our members' personal information for personal gain. If a violation occurs, PRSSA reserves the right to take legal actions.
 11. All subject matters discussed during the removal will be kept confidential between all participants involved.

Section 2. Inability to Perform

A. Task Delegation:

- a. In the event an elected board member is unable to fulfill his/her term of office (carry out the work as required or assigned), the Vice President and President will collect the work, delegate and manage the absent board member's tasks in the meantime. Examples include, but not limited to: personal issues (i.e. familial emergencies), removal, and/or resignation.
- b. If a board member were to have a personal issue that prevents them from fulfilling their duties, they will have to disclose this private information to the President, Vice President, and the board member(s) with whom the duties conflict within 5 days.
- c. If the Vice President and President were to delegate some of the absent board member's work, other executive board members have the right to decline the extra work that doesn't fall right into their bylaws of their duties without penalty.

B. Board Appointment:

- a. If the current executive board feels it is necessary to elect a new board member, any eligible member, including those already holding an office, can be nominated for a vacated executive officer position. The Executive Board is in charge of appointing the new officer by a majority vote.

Section 3. Membership Removal

- A. If the Executive Board feels that a member should be removed from the organization (i.e. sexual misconduct), then a discussion will be held. In the event of a vote, an affirmative vote of 2/3 of the board's voting membership will be needed to remove the accused offender.

ARTICLE VI. MEETINGS

Section 1. Meetings are scheduled at least once a month during the academic year.

Section 2. Special meetings are called by any Executive Board member. All members must be given a minimum of 48 hours (two business days) notice prior to the Special Meeting time.

- A. The Executive Board must be informed as soon as possible if a special meeting is to be held, so the meeting time can be discussed.

Section 3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.

ARTICLE VII. ELECTIONS

Section 1. Officers are elected once every academic year.

- A. Elections are held at the beginning of April and the current President must update Student Life and Leadership and PRSSA National on the incoming board members.

Section 2. At least one week's notice will be provided for any meeting at which an election is held.

Section 3. An election consists of an application, interview, and speech.

- A. Candidates must fill out the application by the listed deadline.
- B. Afterwards, each candidate will go through an interview process held by the current President, incoming President, Vice President, and the board member whose position the person is running for.

Section 4. Members are required to attend at least one open executive board meeting to qualify as a candidate.

Section 5. The executive board chooses the final nominating slate. Members that do not make the nominating slate have the opportunity to run from the floor but must give the President a 72-hour advance notice.

Section 6. On the day of elections, each potential board member will make a speech and a vote will be cast to elect the new board member. Confidential ballots will be distributed, collected and counted by the current President and the respective officer whose position is up for election.

Section 7. When more than two people run for a position, the top two candidates with the most votes will hold a runoff speech (1-minute pitch) and will need to receive at least 51 percent of the votes to be elected.

Section 8. The current executive board officer reserves the right to ask the first or last question, within the given extended question-and-answer period.

Section 9. Presentations by candidates for board positions shall last no longer than five minutes.

Section 10. If the President position is open to the entire floor, the candidate must have good standing approved by the current executive board and will have to be chosen by the current Faculty Adviser.

Section 11. Candidates will remain in the room when other candidates present their speeches; however, they may not direct question(s) to another candidate for the same office.

Section 12. The Faculty Adviser will interview the incoming president and Vice President of Finance.

Section 13. In the event of a tie between two candidates, the outgoing executive will hold a private discussion in order to select a winner.

Section 14. Possible candidates must be able to serve one full term from May to May of the following year.

ARTICLE VI. ADVISORS

Section 1. Any non-auxiliary employee on a minimum half-time basis employed by CSU Fullerton can serve as the advisor to this organization.

Section 2. The advisor will serve a term of two academic years and is selected by the current executive board of the California State University, Fullerton Robert E. Rayfield Chapter of PRSSA.

Section 3. The advisor may be removed by a 2/3 vote of the Executive Board at a regularly scheduled Executive Board meeting.

Section 4. A staff member from the Office of Student Life and Leadership or a School-Based Assistant Dean may be assigned to work with the California State University, Fullerton Robert E. Rayfield Chapter of PRSSA to assist the faculty advisor and the organization.

ARTICLE VII. DUES

Section 1. The membership of the California State University, Fullerton, Robert E. Rayfield Chapter of PRSSA shall be limited to those students who pay annual national and local dues.

- A. National dues in the amount of \$55 and California State University, Fullerton Robert E. Rayfield Chapter of PRSSA dues in the amount of \$25 to total \$80 shall be collected from each member. On payment of such dues, a student is entitled to one full year's membership, extending from November 1 to October 31 of the following year.

Section 2. All money must be deposited into an Associated Students, Incorporated Accounting Office agency account. The University does not recognize off-campus bank accounts for student organizations at CSU Fullerton unless the organization is an entity of a nationally recognized 501(c)(3), and has submitted proof of that status to the University upon registration.

ARTICLE VIII. NATIONAL EVENTS

Section 1. The National Conference will only be open to CSUF PRSSA members. This is open to everyone in the chapter on a first-come, first-served basis. The President will work with the Faculty Adviser on securing hotel rooms and registration. Flights will be purchased by the members themselves.

Section 2. National Assembly. CSUF PRSSA chooses one delegate to represent California State University, Fullerton's Robert E. Rayfield Chapter. The chapter elects the youngest board member that does not graduate to represent the chapter. If there is more than one returning board member, both will have to fill out an application where the President and the Faculty Adviser chooses the final delegate. The delegate receives a \$200 stipend that can only be used for their airfare. If there are no returning members or the youngest returning member does attend the National Assembly, CSUF PRSSA will open the application opportunity to all executive board members. All members are allowed to attend this event -- flight, hotel, and registration will not be covered by the chapter or the university.

Section 3. Leadership Rally is open to only Presidents and Student-Run Firm Directors. The President and Firm Directors will make the initiative to attend and represent our chapter in a professional manner. They will also bring back knowledge and updates from Leadership Rally to share with the new executive board.

ARTICLE XI – SEXUAL HARASSMENT

Section 1: The California State University, Fullerton Robert E. Rayfield Chapter of PRSSA has a zero-tolerance policy of sexual harassment. A reported member will be subjected to an investigation.

- A. The Executive Board will make the decision if there is enough information to move forward on reporting the actions to Title IX.
- B. If found guilty, they will be expelled from the Chapter permanently with no guarantee of reimbursement and are no longer eligible to receive PRSSA benefits.
 - a. The offense must be in writing and submitted by an organization member.
 - i. The organization member does not need to be the victim.
 - ii. A third party may report the offense.
 - b. PRSSA is responsible for all of their members during PRSSA sponsored events.
 - c. When the offense is reported, the Faculty Adviser, President, and the Executive Board will respond immediately to the accusation.
 - d. The complaint will be reported to the Title IX office and the College of Communications within 24 hours of the incident being reported. From there, an investigation may take place.
 - e. The accused individual will be immediately and privately suspended from PRSSA while we report the issue to Title IX.
 - i. A special meeting will be called to formally inform the executive board of the situation. A vote will take place on whether the suspension of the individual will continue during the course of the investigation until it is determined that the accused is guilty.
 - ii. In the event that the incident occurs off campus (i.e. National Conference, agency tour, etc.), the accused individual will be immediately separated from the group until the executive board has evaluated the complaint.
 - f. If the case is taken up by the Title IX office, then they will be in charge of the investigation. Suspension from organization will occur during the duration of the processing and the investigation.

- i. Suspension allows the accused member to remain a member, but they will not be able to attend any events.
- g. Once the Title IX office decides on whether the accused member is guilty, another special meeting will be held, and the executive board will vote on whether to reinstate the accused member into the organization or remove the member regardless of the Title IX decision.
- h. If the executive board feels that their safety or the safety of their members is in jeopardy, they reserve the right to remove a member despite the decision of the Title IX office.
 - i. They will base their decision on the Title IX investigation and their reports of the incident.
 - ii. Dismissed members may not receive a reimbursement for their membership.

ARTICLE X. PROCESS FOR AMENDING THE CONSTITUTION

Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

Section 2. Approval by 2/3 of the Executive Board will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 3. A copy of this constitution/bylaws and/or amendments to this constitution must be filed in the Office of Student Life and Leadership at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.

ARTICLE XI. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the California State University, Fullerton, Robert E. Rayfield Chapter of PRSSA should become defunct; all assets will be turned over to Camp Titan.

ARTICLE XII. STATEMENT OF AFFILIATION

Section 1. This organization is affiliated with the Public Relations Student Society of America.

Section 2. A copy of any constitution/by-laws of the California State University, Fullerton, Robert E. Rayfield Chapter of PRSSA must be filed in the Office of Student Life and Leadership at CSU Fullerton.

ARTICLE XIII. RULES OF ORDER

Section 1. The California State University, Fullerton, Robert E. Rayfield Chapter of PRSSA accepts a voting system based on a majority, in which a majority of all present members must prevail for a motion to pass.

Section 2. Any issue not directly written in this document will be resolved by referring to the voting system.

ARTICLE XIV. FINANCIAL POLICY

Section 1. All Executive Board members who wish to be reimbursed more than \$150 per receipt for PRSSA-related expenditures must receive voted approval by the Executive Board prior to reimbursement.

Section 2. All Executive Board members are required to provide monetary payments for all Chapter expenses. Payment methods should be dispersed equally between all Executive Board members.

ARTICLE XV. TITAN PUBLIC RELATIONS MISSION STATEMENT

Titan Public Relations is a student-run public relations firm operating out of CSUF. Our mission is to provide students with the opportunity to interact and cooperate with real-world clientele while enhancing the knowledge and skills learned in the classroom. Through a hands-on approach, Titan Public Relations aims to prepare students for success in their professional and academic careers.

ARTICLE XVI. TITAN PUBLIC RELATIONS POSITION DESCRIPTIONS

NOTE: All Titan Public Relations members are responsible for being paid members of PRSSA.

Section 1. Titan Public Relations Executive Director.

A. Responsibilities:

- a. Manage and coordinate student-run firm group efforts.
- b. Host and coordinate weekly meetings with staff members.
- c. To motivate the staff through an enthusiastic attitude.
- d. To find and confirm clients and to maintain positive client relations.
- e. Portray Titan Public Relations as a positive avenue for real-world experience.
- f. Oversee Titan Public Relations staff member projects and set project deadlines.
- g. To positively represent Titan Public Relations inside and outside of a school setting.
- h. Assist in editing staff member pitches, news releases and all other public relations materials.
- i. Maintain consistent communication with the Faculty Adviser.
- j. Oversee communication with chapter president on awards.
- k. Must have taken Comm 361 and Comm 362.
- l. In charge of all visual aids including firm t-shirts, flyers, etc.
- m. In charge of collecting fees (i.e t-shirt dues).
- n. Organize and create an Excel spreadsheet of all Titan PR expenses.
- o. Implement a strike system for tardies, absences and failures to complete billing and notify Executive Directors.
- p. Responsible for booking rooms for his/her group at every meeting.

Section 2. Titan Public Relations Co-Executive Director.

A. Responsibilities:

- a. To motivate the staff while maintaining productivity.
- b. To assist the Executive Director in finding new clients and members.
- c. Assist the director with all client communications.
- d. Assume responsibilities of Titan Public Relations Director if the Director is absent or unable to perform duties.
- e. Must have taken Comm 361 and Comm 362.
- f. Oversee recruitment and staff member interview process.
- g. Schedule interviews for firm positions.
- h. Perform duties as delegated by the Director.
- i. Establish Titan Public Relations meeting agendas.
- j. Assist in editing staff member pitches, new releases and all other public relations materials.
- k. Oversee every individual's billing files.
- l. Assist in maintaining consistent communication with Faculty Advisers.
- m. Maintain a firm website.

Section 3. Titan Public Relations Account Executive.

A. Responsibilities:

- a. Must have at least one-semester experience as an account coordinator for the firm, or extensive previous experience through past internships or jobs.
- b. Must have taken Comm 361 - Principles of Public Relations.
- c. Responsible for the entire account and its group members.
- d. Develop goals and objectives with his/her account coordinators.
- e. Maintain relations between client and the group.
- f. Maintain regular communication with the client.
- g. Meet with/Email Titan Public Relations Directors weekly to give client and meeting recaps.
- h. Responsible for weekly billings that are due at the end of the weekly meetings.
- i. Obtain client permission to implement a campaign.
- j. Designate smaller roles to every individual within the group.

Section 4. Titan Public Relations Junior Account Executive.

A. Responsibilities:

- a. Work under the Executive Director, Co-Executive Director, and Account Executives to train to become an Account Executive.
- b. Assume responsibilities of Account Executive if Executive is absent or unable to perform duties.
- c. Must have at least one-semester experience as an account coordinator for the firm .
- d. Must have taken Comm 361 - Principles of Public Relations.
- e. Assist Account Executive in developing goals and objectives with account coordinators.
- f. Assist Account Executive in maintaining relations between client and the group.
- g. Meet with Titan Public Relations Directors to give client and meeting recaps.

Section 5. Titan Public Relations Account Coordinator.

A. Responsibilities:

- a. Actively participate in all account activities.
- b. Maximize his/her own experience under the direction of Account Executives.
- c. Responsible for attendance and promptness to every meeting.
- d. Must inform Executive Directors and Account Executive in regards to an excused absence.
- e. Must maintain constant communication with Account Executives and Executive Directors on account duties and tasks.

Section 6. Titan Public Relations Social Media Manager.

A. Responsibilities:

- a. Post firm-related content when applicable.
- b. Keep all social media channels updated.
- c. Attend all client events and Titan PR meetings.
- d. Must inform Executive Directors and Account Executives in regards to an excused absence.

Section 7. Titan Public Relations Intern.

A. Responsibilities:

- a. Document attendance at all Titan Public Relations meetings.
- b. Create minutes that include client recaps from account executives.
- c. Actively participate in all account activities.

- d. Must inform Executive Directors and Account Executive in regards to an excused absence.

Section 8. Evaluations.

- A. Evaluations of all Titan Public Relations members will be held near the end of each semester. Evaluations will include:
 - a. A meeting with the Executive Director and the Co-Executive Director providing feedback on each individual's performance during the semester.
 - b. Using a 1 to 5 scale to evaluate team mates in these sections:
 - i. Was dependable on attending group meetings
 - ii. Willingly accepted tasks
 - iii. Contributed positively to group discussions
 - iv. Completed work on time or made alternative assignments
 - v. Helped others with work when needed
 - vi. Did work accurately and completely
 - vii. Contributed a fair share to weekly tasks/assignments
 - viii. Worked well with others in group
 - ix. Able to take criticism well
 - x. Took initiative in creating or implementing assignments or tasks
 - xi. Providing feedback on clients and experience in the firm.

Section 9. Account Executive Contracts.

- A. Account Executives and Junior Account Executives are required to sign contracts committing to the firm. Account Executives and Junior Account Executives are expected to follow contracts for attendance and behavior policies. Contract is as follows:
 - a. Account Executives are **responsible** for the entire account and its group members.
 - b. Account Executives will be present and ready at every meeting.
 - c. You must warn Executive Directors 48 hours in advance if you are going to miss a meeting or be tardy, as well as notifying your team their plan for the meeting you will not be attending.
 - i. Notification **must** be done through email to the Titan Public Relations account, and the Executive Directors' personal email accounts.
 - d. Three unexcused tardies equal an absence.
 - e. ***This is a job, treat it as such.***

- f. Three absences will result in a meeting with Executive Directors discussing your current and future eligibility as an Account Executive.
- g. Use meeting time wisely and stay on task.
- h. Account Executives will email their clients weekly to update them on their campaign progress.
- i. Account Executives will maintain relations between client and the group.
- j. Account Executives will create a Communications Plan outlining their campaign for their client.
 - i. Develop goals and objectives with his/her account coordinators.
 - ii. Designate smaller roles to every individual within the group.
- k. Account Executives will assign additional tasks/assignments to Account Coordinators if previous tasks are completed early.
- l. Separate from their Communications Plan, Account Executives will also create their own timelines for their teams to follow.
 - i. This will be shared with your client as an addition to your Communications Plan OR shared in a document through Google Drive.
- m. Please maintain and follow your projects and deadlines in a timely manner.
- n. Account Executives will maintain a positive, and open experience for all members of their team.
- o. ***This is a learning environment for everyone. We value the continuation of growth for all members.***
- p. Ask questions and be open to learning from Executive Directors and team.
- q. Additions to this contract may occur at any time.

Section 10. Account Coordinator Contracts.

- A. Account Coordinators are required to sign contracts committing to the firm. Account Coordinators are expected to follow contracts for attendance and behavior policies. Contract is as follows:
 - a. Account Coordinators will work effectively with the account and team.
 - b. Account Coordinators will be present and ready at every meeting.
 - c. You must warn Executive Directors 48 hours in advance if you are going to miss a meeting or be tardy, as well as notifying your team their plan for the meeting you will not be attending.
 - i. Notification must be done through email to the Titan Public Relations account, and the Executive Directors' personal email accounts.
 - ii. In addition, you must also notify the Account Executive 48 hours in advance through email.

- d. Three unexcused tardies equal an absence.
- e. ***This is a job, treat it as such.***
- f. Three absences will result in a meeting with Executive Directors discussing your current and future eligibility as an Account Executive.
- g. Use meeting time wisely and stay on task.
- h. Accounts Coordinators **must attend additional meetings set up by the Account Executive.**
- i. Account Coordinators must attend events for clients.
- j. Account Coordinators will follow directions from the Account Executive.
- k. Account Coordinators will finish tasks by the deadline and in a timely manner.
- l. Account Coordinators will update their timesheets by the end of each week.
- m. Account Coordinators will assist in the execution of the Communications Plan.
- n. Separate from their Communications Plan, Account Coordinators will also follow the timeline created by the Account Executive and team.
- o. Account Coordinator will maintain a positive, and open experience for all members of their team.
- p. ***This is a learning environment for everyone. We value the continuation of growth for all members.***
- q. Ask questions and be open to learning from Executive Directors, Account Executives, and team.
- r. Additions to this contract may occur at any time.

ARTICLE XVII. APPROVAL

Section 1. The By-Laws were approved on August 20th, 2021.