

Bylaws and Constitution
Professional Convention Management Association (PCMA)
Student Chapter

Article I Name

Section 1 The name of the organization shall be the Professional Convention Management Association Student Chapter (PCMA Student Chapter).

Article II Purposes

Section 1 The principle purpose of the Student Chapter shall be to familiarize its members with the basic concepts of the meetings and events industry through educational and networking opportunities supported and/or developed by PCMA and its members.

Section 2 The PCMA Student Chapter will abide by Iowa State University and PCMA rules and regulations, state and federal laws.

Article III Statement of Compliance

Section 1 PCMA Student Chapter abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 2 PCMA Student Chapter agrees to annually complete President's Training, Treasurer's Training and Advisor Training.

Article IV Non-Discrimination Statement

Section 1 Iowa State University and PCMA Student Chapter does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

Article V Membership

Section 1 Membership is open, without discrimination, to all majors, but is specifically geared towards Hospitality, Tourism, Meeting, or Convention Management (major, minor, or

graduate) students who are attending part-time (min. 6 credit hours) and are in good standing.

Section 2 Every student member shall subscribe to and be bound by the laws and ethical professional standards of their university as well as PCMA.

Section 3 Every student member shall receive all benefits and privileges that they are entitled to under the bylaws of PCMA.

Section 4 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 PCMA.

Article VI Risk Management

Section 1 The risk management officer is a position held concurrently by the Vice President of PCMA Student Chapter.

Section 2 The duties of the risk management officer shall be to:

- a. Help minimize potential risks for student chapter activities
- b. Recommend risk management policies or procedures to PCMA Student Chapter
- c. Submit documentation to ISU's Risk Management Office
- d. Ensure that Iowa State University policies are followed at all of the organization's events
- e. Ensure that proper waivers and background checks are on file with Risk Management for events

Article VII Officers

Section 1 The officers of an official Student Chapter of PCMA should include, but is not limited to, the President, Vice-President, Secretary (Director of Meetings), Treasurer, Director of Social Media, and Director of Events. The Executive Board shall be presided over by the Faculty Advisor of the Student Chapter. All officers are to be members of national PCMA. Each officer shall be a member in good standing of the club and shall have one equal vote.

Section 2 The officers of PCMA Student Chapter must meet the following requirements:

- a. An officer must be in good standing with the university and enrolled: At least part-time (six or more credit hours), if an undergraduate student during the term of office, and at least part-time (four or more credit hours), if a graduate level student during their term in office
- b. Have at least a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

Section 3 An officer is ineligible to hold office should the student fail to maintain the requirements outlined in Section 2.

Section 4 The president, subject to a unanimous committee vote, shall have the power to appoint individuals who have met the requirements of membership to fill vacant executive committee positions. In the event that the president leaves office, the remaining officers and advisor(s) shall appoint a new president and/or other vacant officer positions.

Section 5 Any officer may be removed from office by membership if he or 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 and approval from standing faculty advisor; except in the event of leaving school, then the officer is automatically removed from office. PCMA must be notified of any removal from office. An officer up for removal is able to speak for 2 minutes in front of the chapter in their defense.

Section 6 Officers shall assume positions on the first day of the fall semester and will hold office until the following fall semester. Any officer may serve more than one term. The president of the Student Chapter should be an upperclassman member in good standing within the respective college/university.

Section 7 In the event of a vacancy in the office of the President, the Vice-President shall automatically succeed to the President. Any member upon majority vote of Executive Board may fill vacancies in any other office. An officer selected to fill a vacancy shall serve until expiration of term.

Section 8 Any member of the executive committee who is unable to attend a club meeting or activity must notify the president, Director of Meetings or club advisor(s) in advance.

Article VIII Officer Elections

Section 1 After establishment of the chapter, an election or application process must be completed to select the officers for each consecutive year. If an election process is utilized, this shall be by ballot and a majority vote of the membership present is required. If an application processed is used, this shall follow guidelines outlined in the PCMA Student Chapter Operations Manual.

Section 2 Nominations shall be held two weeks prior to elections. The nominations shall commence with the highest-ranking officer and proceed from there.

Section 3 Nominations may be made by any member in good standing of the organization.

Section 4 All prospective nominees must accept nomination prior to elections. If no nominations are given for a position, the president or advisor(s) shall appoint an individual for that vacant position.

Section 5 Active members in good standing are eligible to be nominated for an officer position.

Section 6 All officer elections shall be held during a chapter meeting at the end of February or beginning of March, to allow time for officer transitions and training.

Section 7 The procedure for voting shall be by secret ballot and must be in person. The ballot forms will be collected by the current president.

Section 8 The club officers shall tally the votes. The candidate receiving the greatest number of votes cast on the balloting shall be declared elected for that position.

Section 9 All officers shall hold their respective offices for one (1) year. Club officers are allowed to serve more than one year but must follow the nomination and election procedure stated under Article VIII, Sections 1-8.

Section 10 Nominees for President must have served at least one year on the executive board in another position directly preceding the election.

Section 11 A co-presidency may exist if there is no one person able to serve for a full term.

Article IX Duties of Elected Officers

Section 1 The duties of the President shall be to:

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 PCMA headquarter office at least once a semester with information on the chapter, such as number of members and any newsworthy events to include, if appropriate, in PCMA's official magazine: *Convene*®. Duties of the President include notifying PCMA Headquarters of the Chapter's intention to attend Convening Leaders. The President shall be responsible for overseeing that all reports are sent to PCMA Headquarters at student@pcma.org. Other responsibilities include:

- a. Schedule all meetings of the club and the executive committee
- b. Act as liaison to the faculty advisor(s)
- c. Reserve rooms and areas for conducting club and executive meetings with the Director of Meetings
- d. Maintain and manage club email account and roster

Section 2 The duties of the Vice President shall be to:

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.

- a. Enforce rules and maintain order while meetings are in session
- b. Serve the PCMA Student Chapter as Risk Management Officer and those duties outlined in Article VI
- c. Perform other duties as the president may prescribe

Section 3 The duties of the Treasurer shall be to:

The Treasurer shall have charge of and be responsible for all funds, including Student Chapter membership dues, and shall present reports at each executive board meeting as needed. The Treasurer shall have such powers, and perform such other duties, as the President may prescribe. The Treasury Committee shall be made up of the Treasurer, President and the Faculty Advisor of the Student Chapter. All positions should have full and transparent access to the student chapter's bank account. The PCMA Student Chapter bank account shall not include the usage of PCMA in any form.

- a. Follow the guidelines as stated in the *Student Organization Resource Canvas* prepared by Student Engagement
- b. Keep an account journal of all transactions made through the club
- c. Process all Campus Organization Vouchers and the receipts of all additional purchases made by a chapter member or the chapter advisor(s)
- d. Provide updated budgets of the financial situation at executive meetings
- e. Collect dues and record students who have paid

Section 4 The duties of the Secretary (Director of Meetings) shall be to:

The secretary shall be responsible for keeping accurate records of all members, keeping minutes of each meeting and contacting other people or organizations. The Secretary shall have such powers and perform such other duties, as the President may prescribe.

- a. Record, publish, and make available minutes of all club meetings

- b. File and maintain minutes from all meetings in a binder or in an online folder for reference
- c. Write thank you notes to guest speakers
- d. Take attendance at club meetings
- e. Acquire proper completion, filing and archiving of all necessary documents of the organization

Section 6 The duties of the Director of Social Media shall be to:

The Director of Social Media shall be responsible for the posting and updating of our chapter's online presence which includes but is not limited to the student chapter's social media accounts and bulletin board. This position will overall assist communicating information to members, as well as other parties, and in developing and maintaining the organization's public image. The Director of Social Media shall have such powers, and perform such other duties, as the President may prescribe.

- a. Create a marketing plan for the semester
- b. Control all accounts of social media
- c. Post up-to-date pictures of club members and activities
- d. Keep student members informed of any relevant material of the Regional Chapter
- e. Update and maintain club bulletin board
- f. Create advertisements for club fundraisers

Section 7 The duties of the Director of Events shall be to:

The Director of Events shall be responsible for the full execution of student chapter events, including but not limited to: fundraising, programs, community service opportunities, social activities, and special events. The Director of Events shall have such powers, and perform such other duties, as the President may prescribe.

- a. Oversee all service and social committees as necessary
- b. Provide meeting snacks and refreshments for all Student Chapter meetings
- c. Maintain positive and working relationships with service organizations in the Ames Community
- d. Maintain positive and working relationship with other hospitality student organizations
- e. Organize any Capital Chapter visits as necessary
- f. Book and coordinator any guest speakers

Article X Club Advisor(s)

All PCMA Student Chapters must have a faculty advisor to be officially recognized by the Headquarters Office of PCMA. PCMA should have an address, email, and phone number for the faculty advisor.

Section 1 There should be at least one (1) advisor who is a faculty member of lecturer rank or above, who is employed at least half-time Iowa State University.

Section 2 The department chair of the AESHM Department shall appoint the advisor(s) each academic year.

Section 3 The duties of the Club Advisor(s) shall be to:

- a. Act as liaison between PCMA Student Chapter and AESHM Department
- b. Provide input, suggestions, and comments to executive committee that relate to the club
- c. Work with president and vice president on club issues
- d. Attend as many club meetings and activities as possible
- e. Escort club when traveling
- f. Follow general guidelines as outlined in the *Student Organization Resources Canvas site*.

Section 4 If an advisor fails to fulfill the duties and obligations of the office, s/he can be removed by a $\frac{2}{3}$ vote of the members in good standing, with department chair approval.

Section 5 Actions deemed inappropriate by club membership are grounds for impeachment of club advisors; they include but are not limited to: failing to complete necessary paperwork on behalf of club and discriminating against club members

Section 6 The impeached advisor is allowed to speak on their behalf and be present during the final vote

Section 7 If the advisor is recognized by PCMA, and this advisor is removed, PCMA headquarters must be notified

Section 8 Shall an Advisor vacancy occur, a replacement shall be appointed by the AESHM Department.

Section 9 The head of the AESHM Department may appoint assistant advisors to assist the club advisor(s). Duties and responsibilities of the assistant advisor are the same as for advisor(s) except that they may *NOT* sign documents requiring an official advisor signature.

Article XI Meetings

Section 1 A Student Chapter of PCMA must hold meetings at least once a month throughout the academic school year at a time and place as determined by the Student Chapter Executive Board. 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.

Section 2 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.

Section 3 Club meetings will be held every other Wednesday from 5:00pm to 6:00pm. Dates and times are subject to change per semester.

Section 4 Executive meetings will be held on the opposite day of the week as club meetings at the same time. For example, if the chapter meeting was on Wednesday 02, 2019 at 5:00PM to 6:00PM, then the following executive meeting would be Wednesday 09, 2019 at 5:00PM to 6:00PM.

Section 5 Any executive officer or club advisor may call additional meetings and activities at any time.

Section 6 Attendance at a club activity is for members in good standing, set by the executive officers and advisor(s), unless otherwise stipulated.

Article XII Dues/Finances

- Section 1 All members shall be a student member of PCMA and shall then be considered a member in good standing.
- Section 2 All members in good standing shall have one vote for the purpose of elections and business matters and shall receive all privileges of full membership in the PCMA Student Chapter for the upcoming year/semester.
- Section 3 All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office. The approved institution/office must be authorized by the Campus Organizations Accounting Office. All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- Section 4 If for any reason the organization is dissolved, the PCMA Student Chapter funds shall be donated to the AESHM Department at Iowa State University.

Article XIII Amendments

- Section 1 A proposed amendment to the above bylaws requires a unanimous vote of the executive committee and faculty advisor for ratification.
- Section 2 Any member in good standing of the club may propose an amendment, to be voted on by the executive committee and advisor.
- Section 3 Amended constitution will be submitted within 10 days to Student Engagement for approval.
- Section 4 Ratified constitutions must be submitted to Student Engagement within 10 days for final approval.

On the 18th of September 2024, the executive officers enacted these bylaws:

President	Kylie Egbert	9/18/2024
Treasurer	Abigail Staudt	9/18/2024
Advisor	Dr. Ken Tsai	9/18/2024