

APSU IABC Chapter By - Laws

Section 1 - Membership

- A. Membership shall be open to full- or part-time undergraduate or graduate students of APSU working toward a degree who are not employed on a full time basis as professional communicators.
- B. Membership shall be forfeited, upon approval of the IABC/APSU Executive Board, for nonpayment of membership dues within thirty (30) days of written notification of dues debt. The President shall contact each member thirty (30) days prior to expiration of his or her membership in the organization.
- C. Membership shall be for one year.

Section 2 - Government

- A. The administrative fiscal years of the IABC/APSU shall begin October 1, and end September 30.
- B. The duties of the officers shall be as follows:
1. **President** - Shall preside at all Executive Board and general membership meetings; may, at the discretion of the Nashville/IABC board, be a voting member of the Nashville/IABC Executive Board; shall appoint heads of committees to carry out the business of the organization; shall appoint, with the approval of the Executive Board, successors to elected members of the Executive Board who vacate their position for any reason; shall recommend such action as deemed necessary for the benefit of the organization; and shall perform all other duties incident to the office.
 2. **Vice President** - Shall plan and organize the general membership meetings, subject to the review and approval of the President and Executive Board; shall preside at meetings in the absence of the President; shall, with the approval of the Executive Board, assume the duties of the President for the remainder of the term if that office is vacated for any reason; shall maintain the membership roster; shall be responsible for the recruitment of new members; shall provide a report of prospective members to the Nashville/IABC Vice President - Membership; shall publicize all Chapter events; shall maintain the IABC/APSU bulletin board; and shall perform all other duties incident to the office.
 3. **Treasurer/Secretary** - shall keep records of receipts and

expenditures of the organization; shall submit financial reports to the Executive Board; shall disburse all funds incident to the operation of the organization; shall record minutes of Executive Board and general membership meetings; shall be responsible for all correspondence and maintaining files of correspondence; and shall perform all other duties incident to the office.

4. Chapter Liaison - shall serve as a liaison between the IABC/APSU and the Nashville/IABC; shall provide information and resources from Nashville/IABC to IABC/APSU; shall communicate IABC/APSU concerns to the liaison at the Nashville/IABC; shall coordinate recommended programming between the Nashville/IABC and IABC/APSU; and shall perform all other duties incident to the office.

5. Faculty Advisor - shall serve as consultant and counselor to the Executive Board; shall oversee the day to day operations of the IABC/APSU; shall be an APSU Communication Department faculty member; and, must maintain Nashville/IABC membership.

6. Professional Advisor - shall serve as a liaison between the IABC/ASPU and the Nashville/IABC; shall be a member of the Nashville/IABC; and serves as a voting member of the IABC/APSU Executive Board of Directors.

D. The immediate Past President, if still a member of IABC/APSU, may again serve as an officer if elected and function again as a member of the Board, with all rights, privileges and responsibilities thereof.

E. The immediate Past President may elect to serve as an International Liaison with other IABC student chapters. If the immediate Past President is no longer a member, the current President may appoint a member as International Liaison.

Section 3 - Elections

A. Election of all members of the Executive Board shall be held at the September meeting. Elected officers shall assume office as of October 1.

B. Candidates for officers shall be nominated from the floor at the September meeting. Ballots must be cast secretly, in writing by the members, at that time. Candidates must have at least one semester remaining before graduation to be eligible to hold office.

C. If, for any reason, an officer is unable to hold or continue in office, selection of a replacement shall be made by the President and approved by the Executive Board.

Section 4 - Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the conduct of all meetings of the IABC/APSU and Executive Board, except as otherwise provided herein.

Section 5 - Amendments

A. The bylaws may be amended at any general meeting by a two-thirds vote of the membership if: 1) at least one-third of the total IABC/APSU membership is present, 2) the proposed amendment has had the approval of both the IABC/APSU and Nashville/IABC Executive Boards, and 3) a copy of the proposed amendment has been sent to each member at least two (2) weeks prior to the meeting at which the changes are being considered.

B. Amendments may be proposed to the Executive Board by any member at any time, in writing. The Board shall act on any proposed amendment within thirty (30) days of the submission of such amendment(s).

Section 6 - Non-Discrimination

IABC/APSU does not discriminate because of race, color, religion, creed, sex, age, national origin, or handicap. Only the membership standards, covered in Section 1 of these Bylaws, apply toward membership status in this organization.