



## PCMA Section I – Student Chapter Bylaws

### Article I: Chapter Names

1.01 The name given to this student chapter is \_\_\_\_\_,  
Student Chapter of PCMA.

### Article II: Objectives or Purpose

2.01 The principle purpose of a 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.

2.02 Chapter Goals for the year 2017-2018 are: (please attach separately)

### Article III: Membership

3.01 APPLICATION: Membership is open, without discrimination, to all Hospitality, Tourism, Meeting, or Convention Management (major, minor, or graduate) students who are attending full-time (min. 6 credit hours) and are in good standing. Applications for membership must be submitted in writing on the official forms provided by PCMA Headquarters office. At least 6 Student Chapter members must be members of national PCMA.

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

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

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

### Article IV: Membership Meetings and Voting

4.01 MEETINGS: A Student Chapter of PCMA must hold a 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.



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

#### **Article V: Officers**

5.01 OFFICERS: The officers of an official Student Chapter of PCMA should include, but is not limited to, the President, Vice-President, Secretary, Treasurer, Student Chapter Representative, and Program Chair. All officers are to be paid members of national PCMA.

5.02 ELECTION/APPLICATION: 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 Student Chapter Manual.

5.03 TENURE: 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 a senior member in good standing within the respective college/university.

5.04 REMOVAL: 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.

5.05 VACANCIES: 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.

#### **Article VI: Duties**

6.01 PRESIDENT: The President shall serve as the chief executive officer and spokesperson for the Student Chapter and shall preside at all meetings of the membership. The President shall appoint such committees as may be requires 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](mailto:student@pcma.org).



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

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

6.04 TREASURER: 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.

6.04.01 TREASURY COMMITTEE: 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.

6.04.02 BANK ACCOUNT: The name of the Student Chapter bank account shall not include the usage of PCMA in any form.

6.05 STUDENT CHAPTER REPRESENTATIVE: The Student Chapter Representative shall represent the student chapter in the PCMA Regional Chapter that encompasses the student chapter's college/university. The representative shall keep the student members informed of any relevant material of the Regional chapter, including but not limited to: regional meetings, national meetings, scholarship opportunities, internships, and other programs as directed by the Regional Chapter.

6.06 PROGRAM CHAIR: The Program Chair 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 Program Chair shall have such powers, and perform such other duties, as the President may prescribe.

6.07 EXECUTIVE BOARD: The Executive Board of the Student Chapter shall consist of the President, Vice-President, Secretary, Treasurer, Student Chapter Representative, and Program Chair. The Executive Board shall be presided over by the Faculty Advisor of the Student Chapter.

## **Article VI: Faculty Advisor**

7.01 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.