

CONSTITUTION FOR THE MINNESOTA CHAPTER PENN STATE ALUMNI ASSOCIATION  
(Revised, February, 1997)

ARTICLE I

Section 1. Name - The name of the organization shall be the Minnesota Chapter Penn State Alumni Association.

ARTICLE II

Section 1. Purpose - The purpose of this chapter shall be to promote, by organized effort, the interests and welfare of The Pennsylvania State University; to encourage closer fellowship among the members of the Penn State family (alumni, parents of students, friends and fans); to cooperate, as Penn Staters, in supporting and developing the civic activities of this community; to assist the Penn State Alumni Association in every possible way to develop a program beneficial to the university and its alumni; to establish closer contact and better understanding between the university and its alumni in this locality.

ARTICLE III

Section 1. Membership

(a) Active - Any graduate or former student of The Pennsylvania State University may become an active member in this chapter.

(b) Associate or honorary - All former members of the faculty of the university may become associate members of the chapter. Such non-alumni who have distinguished themselves by their interest and work for the university are also eligible for associate membership upon approval of the board of directors, as are other members of the Penn State family, e.g., parents of students, friends and fans. Associate members are not entitled to vote or hold office in the chapter.

Section 2. Dues - The dues will be determined by the board of directors. Dues are due and payable by January 31st to cover a full year. Members joining after June 30 will be allowed to pay one-half of the dues for that year only.

ARTICLE IV

Section 1. Officers - The officers of this chapter shall consist of a president, a vice president, a secretary and a treasurer. All officers must hold membership in the Penn State Alumni Association and the Minnesota Chapter Penn State Alumni Association.

Section 2. Board of Directors - The number of directors to serve each year on the chapter's board of directors shall not be less than nine and not greater than fifteen. The directors shall consist of the officers of the chapter and members elected by voting members by mail or at the chapter's annual meeting. A member of the board of directors may be an associate member of the Minnesota Chapter Penn State Alumni Association..

Section 3. Term of Office - Election of officers of the chapter shall be for a two year term. The board of directors shall also serve two years. The president and vice president will be elected in even calendar years and the secretary and treasurer will be elected in odd calendar years to begin serving two year terms with the first regular meeting of the board of directors of the year. All directors shall be elected for two years with one-half of the board being elected each year.

Section 4. Elections

(a) Officers of the chapter and the board of directors shall be elected before February 1st of the year during which they will take office. Elections shall be by mail return ballots mailed to all current active members of the Minnesota Chapter Penn State Alumni Association. The ballots are to be mailed at least fifteen days prior to when they must be returned. Officers and the board of directors will officially take office at the first board meeting or meeting of the membership after February 1st, whichever comes first.

(b) The nominating procedures will be determined by the board of directors.

(c) Vacancies of officers or board of directors shall be filled by appointment of the board of directors to complete the unexpired term of that officer or director.

ARTICLE V

Section 1. Duties of Officers - The duties of officers shall be the generally accepted duties assigned to them and such additional duties as may be assigned to them by the board of directors.

(a) **President** - The president shall preside at all meetings of the chapter, shall be chairperson of the board of directors and an ex-officio member of all committees. The president shall be responsible for the calling of all regular and special meetings of the chapter. The president shall be responsible for appointment of all committee chairpersons and responsible for all chapter management and operations and for keeping the alumni office properly informed.

(b) **Vice President** - In the absence or disability of the president, or at the president's request, the vice president shall perform the duties of the president. If the office of the president becomes vacant, the vice president shall become president until the next annual election of officers. The vice president shall be chairperson of the program and activities committee and shall perform such additional duties as assigned by the president.

(c) **Secretary** - The secretary shall keep all official minutes of the board of director's meetings and business meetings of the chapter. The secretary shall report all meetings and activities of the chapter to the alumni office; send out all notices of meetings to members of the chapter, including a notice to the alumni association. The secretary shall keep complete records of all active, associate and potential members of the chapter and shall serve on the membership committee.

(d) **Treasurer** - This officer shall be responsible for all receipts and expenditures of the chapter and shall cooperate and assist the secretary with the records. The treasurer shall be responsible for the collection and disbursement of dues. The treasurer shall be responsible for making an annual financial report at the annual meeting of the chapter and shall send a copy of this report to the alumni office.

(e) **Board of Directors** - This group shall be the governing board of the chapter. The executive director of the Penn State Alumni Association shall be an ex-officio member of the board. Meetings shall be called at the discretion of the president and the secretary shall be responsible for reporting such meetings at subsequent chapter meetings. Should the president fail to perform his or her duties satisfactorily, the board shall take appropriate action. A member of the board of directors shall serve on each committee.

(f) **Board Meeting Attendance** - Board members are expected to attend all meetings. If an absence is necessary, the president should be notified in advance. Members who miss two or more meetings during the chapter year without such notification, will be subject to replacement.

## ARTICLE VI

Section 1. Committees - It shall be the duty of the president to appoint the chairperson of the following standing committees and then consult with the chairperson as to the membership of each committee.

(a) **Programs and activities** - It shall be the function of this committee to organize the meetings of the chapter, plan programs and obtain the necessary publicity. In August, the committee should plan an annual program and inform the alumni office on appropriate forms of planned activities and chapter preferences for a university speaker and date.

(b) **Membership** - It shall be the duty of this committee to check the computer printout (chapter list) of area alumni and devise ways and means of encouraging the participation of nonmembers in chapter activities. It shall be the further duty of this committee to maintain contact with the alumni association in order to promote the active membership of area alumni in the association. The committee on membership shall cooperate with the chapter secretary and alumni association with respect to the maintenance of complete and accurate addresses of area alumni.

(c) **Communications** - In close cooperation with the programs and activities committee, this committee shall use all means to obtain adequate and favorable publicity for the university in this area. This committee shall assist the programs and activities committee in securing publicity for the various chapter meetings and activities and shall cooperate with the office of public information at the university in its relations with various news media in the area.

(d) **New students** - This committee shall be constantly alert to see that high school students in this area are acquainted with the prestige and facilities of the university. The committee shall make contact with local high schools to promote Penn State and through the alumni office, work with the appropriate university office to recruit outstanding and deserving students for the university.

(e) **Scholarship** - This committee shall be responsible for administering the scholarship program, including raising funds and selecting a recipient.

(f) Other committees may be formed at the discretion of the board of directors.

#### ARTICLE VII

Section 1. Chapter Meetings - The chapter shall hold at least one meeting a year which shall be a business meeting as required in Article IV, Section 2(e) of the Penn State Alumni Association By Laws. Notice of this meeting shall be sent to all alumni in the chapter's service area. Additional meetings, activities and social functions should be held at the discretion of the president, the board of directors and the programs and activities committee.

Section 2. Board Meetings - Robert's Rules of Order will govern the conduct of board meetings. A majority of the board members shall constitute a quorum for the transaction of business.

#### ARTICLE VIII

Section 1. Amendments - This constitution may be amended by a simple majority vote by the voting of members present and in good standing at any regular or special meeting of the membership or by a simple majority vote of those members in good standing responding by mail ballot. The membership shall be notified in writing at least thirty days prior to the date of such meeting or mail vote of any proposed amendment or changes. No amendments shall take effect until approved by the executive board of the Penn State Alumni Association.

Section 2. Adoption

(a) The constitution shall be officially adopted upon its approval by a majority vote of the members of the chapter in attendance at any regular or special meeting of the chapter or by a majority vote of those members in good standing responding by mail ballot.

(b) The membership shall be notified in writing at least thirty days prior to the date of such meeting or mail vote.

(c) This constitution shall take effect upon the granting of a charter by the executive board of the Penn State Alumni Association.

ARTICLE IX

Section 1. Dissolution - Upon dissolution of the chapter, the board of directors shall, after paying or making provision for the payment of all of the liabilities of the chapter, dispose of all of the assets exclusively for the purposes of the chapter, or to such organizations organized and operated exclusively for charitable or educational purposes as at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law), as the board of directors shall determine.

Specifically, all non-cash assets of the chapter shall be converted to cash, at fair market value if possible, at the best public-auction price if not. Chapter accounts payable shall have first priority for disbursement of those funds. Any remaining funds shall be assigned to the Penn State Alumni Association as an unrestricted grant.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the chapter is then located, exclusively for such purposes or to such organizations(s) as said Court shall determine, which are organized and operated exclusively for such purposes.