

# CalSPRA Bylaws

## Revised July 2008

### **Article I-NAME**

The name of this chapter shall be the California School Public Relations Association (CalSPRA).

### **Article II-PURPOSES**

The chapter is organized and shall be operated exclusively for charitable, scientific and educational purposes, as may qualify it as exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue Law. More specifically, such purposes include, but are not limited to:

1. To advance the cause of education through sound school/community relations;
2. To provide a medium for communication and exchange of ideas among members in order to promote professional growth;
3. To establish a clear philosophy, develop effective techniques and promote sound practices for school public relations programs in California.

### **Article III-MEMBERSHIP**

1. Members shall consist of those who have responsibility for public information or public relations tasks related to education. The CalSPRA president, president-elect, treasurer and secretary shall be members in good standing with the National School Public Relations Association (NSPRA). All other chapter officers and members should be encouraged to be members of NSPRA.
2. Associate members shall be those who are interested in and supportive of educational public relations and public information. Associate members may not vote and are not eligible to hold office. Associate members include students, former education public relations professionals, those who are working in public relations outside education and others the CalSPRA Executive Board may deem appropriate.
3. Retiring members shall be granted lifetime membership if they have been CalSPRA members for the previous five years.
4. In all memberships valid dues payments for services or events sponsored by CalSPRA will determine whether an individual is considered a member in good standing of CalSPRA.
5. Members who are not in good standing with CalSPRA may have certain membership privileges suspended or revoked as determined by the Executive Board.
6. Annual membership term shall commence on July 1 and end on June 30 of the following year.

### **Article IV- DUES**

The dues of the Association shall be established by the Executive Board. Any changes in dues shall include an effective date. Fiscal year for the Association shall commence on September 1 and end on August 31 of the following year.

## **Article V- EXECUTIVE BOARD**

1. The Executive Board of the Association shall consist of :
  - a) Voting members-the President, President-elect, Secretary, Treasurer and Immediate Past President.
  - b) Non-voting members- Committee chairpersons and state department liaison.
2. The Executive Board shall act as the governing body of CalSPRA with the authority vested in it by the general membership.
3. The Executive Board shall authorize appointment of all committees, and shall formulate policies for the programs and services of the Association.
4. A majority of the members of the Executive Board shall constitute a quorum for the transaction of all business.
5. The Executive Board may remove any officer from office:
  - a) if, in the Board's judgement, the officer's actions have caused serious damage to the Association or to its reputation.
  - b) If the officer cannot meet or has not met the responsibilities of the office. Such removal shall require a two-thirds (2/3) vote of the Board.

## **Article VI- OFFICERS**

Officers of CalSPRA shall be President, a President-elect (who shall become President after one year's service as President-elect), a Secretary, a Treasurer and an Immediate Past President.

1. President—The President shall be the Executive Director of CalSPRA and shall perform the following duties:
  - a) preside at all official meetings of CalSPRA and its Executive Board;
  - b) approve routine disbursements;
  - c) maintain active communications with the National School Public Relations Association and the Regional Vice President;
  - d) coordinate activities between CalSPRA and other appropriate organizations throughout the State and Nation;
  - e) represent CalSPRA to agencies and organizations when necessary.
2. President-elect—The President-elect shall perform the following duties:
  - a) perform all the duties of the President in the event of the inability of the President to act;
  - b) serve as liaison between special committees established by the President;
  - c) serve as program chairperson and be responsible for arranging meetings of CalSPRA.
3. Treasurer—The Treasurer shall perform the following duties:
  - a) keep all records of funds and financial transactions of CalSPRA;
  - b) provide financial statements to the Executive Board as needed;
  - c) disburse CalSPRA funds for normal, necessary and expected expenses as approved by the President and, with Executive Board approval, disburse funds for any other expenses incurred by the Association;
  - d) prepare and present financial reports (including, but not limited to net worth, itemized category, and income statements) at all CalSPRA meetings;

- e)* maintain a file of all members of CalSPRA;
  - f)* maintain mailing lists for the Association;
  - g)* prepare materials (name badges, list of participants, etc.) for attendees at conferences;
  - h)* collect dues and meeting fees.
4. Secretary—The Secretary shall perform the following duties:
    - a)* keep records of all CalSPRA meetings;
    - b)* prepare an annual membership directory;
    - c)* handle all routine correspondence of the organization.
  5. Immediate Past President—The Immediate Past President shall serve in a voting role on the Executive Board for a one-year period following his/her term of office and serves as chairperson of the nominating committee.

## **Article VII- COMMITTEES**

1. Standing Committees engage in ongoing activities on behalf of the Association. With the exception of those specifically listed in this article, they may be created or dissolved as needed by the President with the approval of the Executive Board. Chairpersons and members of standing committees not specifically listed in Section I of the Article shall be appointed by the President with the approval of the Executive Board.
2. Nominating Committee—The Nominating Committee shall consist of the Immediate Past President, serving as Chairperson, and two other members representative of the CalSPRA membership. These committee members shall not have served on the Executive Board in the previous two years. The Committee shall perform the following duties:
  - a)* Accept nominations from CalSPRA members by mail or e-mail by March 31, following notices in association newsletters, on the listserve and other forms of communications in order to solicit qualified candidates for office.
  - b)* Consider the needs of the organization, discuss nominated candidates' potential for office and prepare a slate of officers from among candidates whose qualifications include:
    - 1) one year in the field of school public relations;
    - 2) current membership in CalSPRA;
    - 3) evidence of active participation in CalSPRA.
  - c)* Certify that candidates meet the qualifications of office.
  - d)* Contact potential candidates to confirm interest and ability to serve.
  - e)* Place the final slate of candidates' names and spaces for write-in candidates on a printed ballot and mail the ballot to all eligible members no later than April 15.
  - f)* Oversee the return of the ballots and announce the elected officers.
3. Special committees may be appointed by the President with the approval of the Executive Board, which shall designate the powers of the committee and term of appointment. These committees may include, but need not be limited to:

- a) Newsletter Committee
- b) Blue Ribbon Committee
- c) Publication Contest Committee
- d) Membership Committee

#### **Article VIII- ELECTIONS**

1. Election of officers shall be concluded by May 31 of each year and the election results shall be reported to NSPRA national offices by the outgoing secretary. Newly elected officers shall officially take office on June 1 and shall serve through May 31 of the following year.
2. Candidates receiving the highest number of votes (simple majority) shall be deemed elected to their respective offices. In the event of a tie, a run-off election shall be held. In situations not covered by these Bylaws, the Executive Board shall meet and resolve the conflict.
3. In the event of an unexpected vacancy or if a vacancy occurs during the unexpired term of any Executive Board member, the President shall appoint a member to fill the unexpired term.

#### **Article IX- MEETINGS**

CalSPRA shall hold at least four professional development meetings or activities per year. These meetings may be held independently or in conjunction with other professional conferences or Executive Board meetings. These meetings shall be directed toward achieving the stated goals of CalSPRA.

#### **Article X- AMENDMENTS**

1. These Bylaws may be amended by a majority of the membership present at any CalSPRA meeting, provided a quorum of the Executive Board is present and the meeting has been announced to the membership in writing at least ten (10) days in advance of the meeting.
2. When deemed necessary by the Executive Board, bylaw amendments can be made by mailed or faxed ballots to members in good standing.

#### **Article XI- COMPENSATION AND/OR REIMBURSEMENT OF EXPENSES TO MEMBERS AND BOARD MEMBERS**

1. CalSPRA shall be responsible for expenses incurred by/on behalf of the current President to maintain membership in the National School Public Relations Association during the President's year in office (if not paid by the President's employer), as well as all normal and reasonable expenses incurred to attend the NSPRA national conference, including registration, travel, food and lodging.
2. It shall be considered a conflict of interest to reimburse members of CalSPRA (or their districts/county offices/businesses) for the use of the member's/member's staff's time, talent or services to the organization. All reimbursement to members shall be limited to actual expenses incurred in providing such service to the organization, and requires approval of the Board of such expenditure prior to incurring the expense.
3. Expenses incurred by members of the Board while performing the normal duties of their office shall be the responsibility of the Board member or their employer. Any

reimbursement to Board Members to cover any other expenses incurred on behalf of the organization shall require prior approval of the Board.

#### **Article XII- PROHIBITED ACTIVITIES**

No part of the earnings of the chapter shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws. Except as provided in Section 501(h) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue law, no substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of campaign statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on;

- a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, or
- b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law.

Under dissolution of the corporation, the Executive Board shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, as the Executive Board shall determine.

#### **Article XIII-AFFILIATION**

When the Association's Bylaws are duly approved, it shall become a Chapter of the National School Public Relations Association.

1. A Chapter may be established by the NSPRA Executive Board on petition of ten (10) or more members in good standing in a given area. (To continue in good standing, the chapter must continue to have at least ten (10) members who are also NSPRA members.) The exact territory of chapter jurisdiction shall be determined by the NSPRA Executive Board.
2. Bylaws of each chapter shall be approved by the Executive Board of the Association before adoption by the chapter. Amendments to the Bylaws of a chapter must be approved by the Executive Board of the National School Public Relations Association to become effective.