BLUE & WHITE SOCIETY

STUDENT MEMBERSHIP OF THE PENN STATE ALUMNI ASSOCIATION

Constitution of the Penn State Blue & White Society

The Blue & White Society first met on Tuesday, November 21, 2000 within the confines of the University Park campus at the Pennsylvania State University.

ARTICLE I. PURPOSE

The purpose of the Blue & White Society shall be:

A. To support the Penn State Alumni Association's mission to "connect alumni to the University and to each other, provide valued service to members, and to support the University's mission of teaching, research, and service."

B. To support the Pennsylvania State University and future, current, and past students and friends of the University.

C. To support our communities with Penn State pride and civic leadership.

D. To enhance the student's Penn State experience by building relationships with alumni and staff.

E. To instill the concept within students that their involvement with the University can and should be a lifelong commitment.

ARTICLE II. MEMBERSHIP

Section I. Membership Classes

A. Active members: Currently enrolled students at the University who have paid membership dues. Only active members have the privilege to vote on questions before the membership.

B. Inactive / Associate members: Any active member who will be physically absent or not enrolled in the University during an upcoming semester or semesters may request to be granted inactive or associate member status during an upcoming semester or semesters may request to be granted Inactive status for that time period. Typical examples include internships, student teaching, studying abroad, and co-ops. Inactive members shall have the same rights and privileges as Alumni members. This status will be conferred by agreement of the Advisor and a consensus vote of the officers.

Section II. Membership Criteria

A. Any student who is registered as a student at the Pennsylvania State University and who has paid the Penn State Alumni Association Blue & White Society membership dues can be considered a member. Eligibility is dependent

upon academic good standing as defined by University rules and regulations and the parallel rules set forth by this constitution.

B. No organization may restrict membership based on characteristics of a student, which are intrinsic to the identity of that student, and are not essential to the potential value of that student as a member of that organization and the Penn State University Community at large. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University.

C. The majority (50% active membership + 1) of students must be undergraduate students.

D. There must be 12 active members at all times.

E. Only active student members may be appointed to office.

F. Only active members may vote, preside, officiate, or solicit funding on the organization's behalf.

G. Involuntary termination: an active member may be removed only in the manner specified herein.

1. Conduct: the Adviser may, upon recommendation of the Executive Board, charge a member with "conduct unbecoming of a Blue & White Society member."

H. New Membership and Recruitment

1. Any and all members are entitled to full disclosure during recruitment, including but not limited to the disclosure of:

a. Schedule of New Member events and activities

b. A list of responsibilities

c. A definition of personal rights and a copy of the University Hazing policy, as prescribed by Policies and Rules for Student Organizations. The aforementioned documents will be available upon request by the Center for Civic Engagement.

2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

3. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by University policy, as well as local, state and federal laws.

4. Any event or activity aimed directly at the new membership will be participated in by both new members and a fair representation of returning membership and will be in accordance with our above stated purpose.

Section III. Executive Positions

A. The Officers of the Executive Board shall consist of a President, Vice President of Programming, Vice President of Member Relations, Secretary, Treasurer, Director of Communications, Director of Public Relations, Director of Community Service, Director of Membership, Director or Internal Relations and Director of Activities.

Section IV. Duties of Executive Board

A. President

1. The President shall act as the representative of the Blue & White Society and shall act as the Blue & White Society representative to the Alumni Council.
2. The President shall preside over all meetings of the active membership and Executive Board and call special meetings, as he or she deems necessary, and have other duties that this document shall vest in him or her.
3. The President may use *Robert's Rules of Order, Newly Revised*, as the Strategic Plan of the Blue & White Society, and this constitution. He/She shall be responsible for overseeing that the constitution is being followed and amended as necessary.
4. The President shall be responsible for supervising the activities of the Executive Board: Vice President of Programming, Vice President of Member Relations, Treasurer, Secretary, Director of Communications, Director of Public Relations, Director of Community Service, Director of Membership, Director of Internal Relations and Director of Activities.
5. The President shall plan, manage, and set agenda items for general meetings.
6. The President is responsible for running elections.
7. The President shall advise members of the Executive Board and shall be available to them at specified times to provide requested information, or to refer them to the proper sources. This includes providing unity and morale, and assisting the Executive Board in achieving their goals.
8. The President shall be an ex-officio member of all ad hoc committees that are formed for the purpose of amending, reviewing, or furthering the internal workings of the organization.
9. The President shall meet with the Advisor regularly to discuss concerns and programming.
10. The President shall organize and plan at least 1 Executive Board Retreat per year.
11. The President shall report to the Alumni Council twice per year.
12. The President shall maintain and submit a binder upon completion of his/her term of office.
13. The President shall conduct a weekly meeting with the Vice President of Programming, Vice President of Member Relations, and the Advisor.

B. Vice President of Member Relations

1. The Vice President of Member Relations shall aid the President in fulfilling his/her duties.
2. In the absence of the President, or the inability of the President to perform his/her duties, the Vice President or Member Relations shall assume the duties of the President.
3. The Vice President of Member Relations shall directly oversee and advise the Director of Membership, the Director of Internal Relations and the Director of Communications and assist in the performance of their duties and be available to them at specified times to provide requested information, or to refer them to the proper sources.

4. The Vice President of Member Relations shall foster communication within the Executive Board and help provide unity and morale to the Executive Board.

5. The Vice President of Member Relations shall be an ex-officio member of all ad hoc committees that are formed for the purpose of organizing the involvement of Blue & White Society members in activities sponsored by, or in conjunction with, other recognized student groups at Penn State.

6. The Vice President of Member Relations shall carry out other duties as the President may direct.

7. The Vice President of Member Relations shall maintain and submit a binder upon completion of his/her term of office.

8. The Vice President of Member Relations shall serve as a liaison between the Penn State Alumni Association and the Director of Membership, and to the Advisor and the President.

9. The Vice President of Member Relations shall serve as a liaison between his or her directors/chairpersons and the President/Advisor.

C. Vice President of Programming

1. The Vice President of Programming shall aid the President in fulfilling his/her duties.

2. The Vice President of Programming shall directly oversee and advise the Director of Community Service, the Director of Public Relations and the Director of Activities and assist in the performance of their duties and be available to them at specified times to provide requested information, or to refer them to the proper sources.

3. The Vice President of Programming shall foster communication within the Executive Board and help provide unity and morale to the Executive Board.

4. The Vice President of Programming shall be an ex-officio member of all ad hoc committees that are formed for the purpose of organizing the involvement of Blue & White Society members in activities sponsored by, or in conjunction with, other recognized student groups at Penn State.

5. The Vice President of Programming shall carry out other duties as the President may direct.

6. The Vice President of Programming shall maintain and submit a binder upon completion of his/her term of office.

7. The Vice President of Programming shall serve as a liaison between his or her directors/chairpersons and the President/Advisor.

D. Secretary

1. The Secretary shall be responsible for the development, maintenance, and distribution of minutes to all Executive Board members and the active membership via the Blue & White Society website.

2. The Secretary shall be responsible for printing and handing out the agenda for Executive Board meetings at the Executive Board meetings.

3. The Secretary shall also be responsible for maintaining the condition of the office and for collecting office mail.

4. The Secretary shall be the chair of the Constitutional Review Committee if he/she deems a Committee is necessary.

5. The Secretary shall serve as Parliamentarian and the chief interpreter of the Constitution.

6. The Secretary shall be responsible for communicating messages within the Executive Board.

7. The Secretary shall be responsible for supervising the Attendance Chair with the maintenance of attendance records for the active membership.

8. The Secretary shall maintain all organizational files and binders, as well as records of the organization's history.

9. The Secretary shall maintain and submit a binder upon completion of his/her term of office.

10. The Secretary will meet with the President as needed.

E. Treasurer

1. The Treasurer shall be responsible for all non-membership fund transactions of the Blue & White Society.

2. The Treasurer shall be the official financial representative of the Blue & White Society and may solicit funds on the organization' s behalf, and may also oversee a fundraising chair and or committee if he/she deems necessary.

3. The Treasurer shall be responsible for all UPAC proposals and distribution of the allocations.

4. The Treasurer, upon election for office, shall review and establish a procedure for requesting funds and budget procedures.

5. The Treasurer shall maintain and oversee the Blue & White Society's ASA account.

6. In January, the Treasurer shall work in conjunction with the Penn State Alumni Association to establish a budget for the upcoming academic year.

7. The Treasurer shall maintain and submit a binder upon completion of his/her term of office.

8. The Treasurer shall meet bi-monthly with the President and Advisor to review transactions.

9. The Treasurer shall oversee the Fundraising Chair, and serve as a liaison between the Chair and the President/Advisor.

F. The Director of Communications

1. Shall serve as the internal communications officer to the Society.

2. Responsibilities include, but are not limited to: maintaining the Blue & White Society's Web site, producing a bi-monthly Newsletter for meetings of the general membership, writing bi-monthly Listserv e-mails to notify the general membership of occurrences in the Society at University Park, writing monthly Listserv e-mails of events for non-University Park members, and maintaining an active member Listserv to notify active members of urgent issues.

3. The Director of Communications may create a committee if he/she feels it is necessary to assist in his or her duties.

4. The Director of Communications shall work under the Vice President of Member Relations.

5. The Director of Communications shall maintain and submit a binder upon completion of his/her term of office.

6. The Director of Communications shall oversee the Videographer/Photographer chair.

7. The Director of Communications shall be responsible for the maintenance of the ANGEL group page.

G. Director of Public Relations

1. Shall serve as the external communications officer to the Society.

2. Shall serve as a liaison to the Penn State Alumni Association's Communications Team and act as the Society' s Public Relations Officer.

3. Responsibilities include, but are not limited to, creating and posting flyers for upcoming Society events, working with the Advisor to produce press releases to promote Society events, fostering a relationship with publications to advertise Society events, and to promote public awareness – both on- and off-campus – of happenings in the Society, and ensuring that all requests for publications are submitted at least 5 weeks in advance.

4. The Director of Public Relations may create a committee if he or she feels it is necessary to assist him or her in his or her duties.

5. The Director of Public Relations shall work under the Vice President of Programming.

6. The Director of Public Relations shall maintain and submit a binder upon completion of his/her term of office.

H. Director of Community Service

1. The Director of Community Service shall take a lead role in promoting civic leadership and community service to the active membership.

2. The Director of Community Service shall identify possible community service opportunities, bring them to the attention of the membership, and promote and organize participation in them.

3. The Director of Community Service shall maintain relationships with community non-profit groups and charities.

4. The Director of Community Service may create and oversee committees to work on the Blue & White Society' s involvement in the following potential programs, but are not limited to just these programs: Lil' Lions program, THON, Bowl-a-thon, Wing Bowl, Relay for Life, and blood drives.

5. A chair shall be appointed to head a committee for each of the following activities: Lil' Lions program, Bowl-A-Thon, THON, Wing Bowl, and Relay for Life.

6. Responsibilities include planning events, submitting budgets, and delegating authority to committee members/chairs.

7. Shall be available to his/her Chairs at specified times to provide requested information, or to refer his/her Chairs to the proper sources and generally assist his/her Chairs.

8. The Director of Community Service shall maintain and submit a binder upon completion of his/her term of office.

9. The Director of Community Service shall serve as the liaison between his or her Chairs and the Executive Board.

I. Director of Membership

1. The Director of Membership's main duty shall be the recruitment of new members.

2. The Director of Membership shall be responsible for creating and implementing new member benefits in conjunction with the Penn State Alumni Association.

3. The Director of Membership shall work with the Membership Team of the Penn State Alumni Association in updating recruitment aids and creating new ideas for recruitment.

4. The Director of Membership shall organize Blue and White Society representation at all student involvement fairs and other on-campus recruiting events.

5. Responsibilities include planning events, submitting budgets, and overseeing the Campus Relations Chair.

6. The Director of Membership shall assist in the initiation of planning and setting up of Blue & White Societies at Commonwealth Campuses.

7. The Director of Membership shall maintain and submit a binder upon completion of his/her term of office.

8. The Director of Membership will organize and plan the All-Campus Conference with the assistance of the Director of Member Relations.

J. Director of Internal Relations

1. The Director of Internal Relations' main duty shall be the retention of current members.

2. The Director of Internal Relations shall be responsible for fostering interaction among members by developing and promoting social activities for members.

3. Responsibilities include planning events, including, but not limited to the Semi-Formal, Membership Retreats, Fall Hayride, and Broomball, submitting budgets, delegating authority to committee members/chairs.

4. Shall be available to his/her Chairs as specified times to provide requested information, or to refer his/her Chairs to the proper sources and generally assist his/her Chairs.

5. The Director of Internal Relations shall maintain and submit a binder upon completion of his/her term of office.

6. The Director of Internal Relations will help plan and budget activities and food for the general meetings.

K. Director of Activities

1. The Director of Activities will establish committees to organize specific activities and events of interest to the Blue & White Society, as well as organizing and developing new activities.
2. These activities shall include but are not limited to: Rally in the Valley/Pep Rallies, Ushering Program, Sharing Shakers, Homecoming and IM Sports.
3. A chair shall be appointed to head a committee for each of the following activities: Rally in the Valley/Pep Rallies, Ushering Program, Sharing Shakers, Homecoming, and IM Sports.
4. Responsibilities include planning events, submitting budgets, and delegating authority to committee members and/or chairs.
5. Shall be available to his/her Chairs at specified times to provide requested information, or to refer his/her Chairs to the proper sources and generally assist his/her Chairs.
6. The Director of Activities shall maintain and submit a binder upon completion of his/her term of office.

Section V. Eligibility for Office

A. Candidates for any Executive Board position may only be considered if he or she can expect to fulfill the obligations of the office for the entire upcoming academic year.

B. Only active Blue & White Society members, who are officially registered full-time students, are eligible to serve as officers.

Section VI. Ex-Officio Executive Board Members

A. The Adviser shall be non-voting, ex-officio member of the Executive Board.

Section VII. Removal Process for Elected Officials

A. Elected officials can be removed from office for neglect of duties.

B. Action against any elected official shall be taken and initiated from within an Executive Board meeting.

C. The elected official with such actions being brought against them shall have no vote in these procedures. In the event that the accused is the President, the chair shall relinquish the gavel to the Vice President of Member Relations.

D. Process of removal:

1. An Executive Board member in good standing must make a motion for removal.
    a. At the time, reason for motion must be stated.
2. The motion must be seconded by a voting Executive Board member.
3. A specified time period of discussion will be determined by the Chair.
    a. At this time, said elected official will have the opportunity to speak on his/her behalf.
4. A two-thirds vote is required for removal.
5. Voting shall be conducted by secret ballot, and counted by the Advisor.

Section VIII. Vacancies of Elected Positions

A. Filling of vacancies will follow the Chain of Command set forth below:

1. In the event that there is a vacancy in the President's position, the Vice President of Member Relations shall become President and elections will be held for Vice President of Member Relations.
2. In the event that there is a vacancy in the Vice President of Programming or the Vice President of Member Relations' position, the Secretary shall fill the position. Elections will be held for the position of Secretary.
3. In the event that there is a vacancy of both the President and the Vice President of Programming or the Vice President of Member Relations, the remaining Vice President shall become President, the Secretary shall become Vice President of Member Relations, and a general election will be held to fill the remaining positions of Vice President of Programming and Secretary.
4. In the event there is a vacancy in any remaining Executive Board positions, a general election will be held to fill the remaining positions.
5. The president may, at their discretion delegate responsibilities of the vacant position to other Executive Board members, until the vacant position is filled.
6. Applications for all vacated positions must be made available no later than the next general meeting, and a general election should be held within two weeks of the applications being released.

Section IX: Appointed Chairpersons

A. A member appointed to a position, (i.e.: Committee Chair) may be replaced through action taken by the President or a majority vote of the Executive Board. The President will name a replacement as soon as possible, and the Committee involved will be promptly notified. Those in appointed positions may be removed for failure to appropriately perform their duties as listed below.

1. Duties:
    a. Maintain a steady flow of correspondence with his/her Director, informs their Director of the significant events within his/her Committee. Responsibilities include: planning events, submitting budgets, delegating authority, and scheduling and presiding over committee meetings.
    b. Shall be available to his/her Committee at specified times to provide requested information, offer assistance and support, and meet with them regularly.
    c. Will assist the Director in fulfilling his/her duties and meet with him/her regularly.
    d. Shall maintain and submit an organizational binder upon completion of his/her term of office.
2. Process for Removal of Appointed Positions:
    a. All members holding non-elected (appointed) positions can be removed at the discretion of a majority vote of the Executive Board, provided grounds (outlined in the membership section) are present.

Section X.

The Executive Board is empowered to act for the active membership in the intervals between active membership meetings.

Section XI.
Any decision of the Executive Board may be repealed at any general meeting by a majority vote of the active and present membership.

Section XII.
The Executive Board shall be directly responsible to the Executive Director of the Penn State Alumni Association or his or her designee.

Section XIII.
The Executive Board shall have the power to create, disband, and/or determine structure of all standing committees.

Section XIV.
Executive Board members may, with the approval of the Adviser and the President, create ad hoc committees to function under their supervision for the purpose of working on a task that is within their responsibility.

ARTICLE III. MEETINGS

Section I.
Regular meetings shall be held a minimum of once per month throughout the semester, but should be held every other week, with exception to holidays.

Section II.
Frequency of meetings shall be changed by a majority vote of attending membership or unanimous decision of the Executive Board.

Section III.
The President may call special meetings, as he/she deems necessary.

Section IV.
Members shall be notified about regular meetings by the Director of Communications, in conjunction with the Adviser, at regular meetings or by e-mail.

ARTICLE IV. VOTING

Section I.
A majority is defined as 50% of the attending membership + 1.

Section II.

A quorum is defined as 12 attending members.

ARTICLE V. GENERAL BUSINESS

A quorum is required at meetings to conduct general business.

ARTICLE VI. FINANCES

Section I.

All organizational fundraising activities are to be handled exclusively through the Associated Student Activities (ASA). All membership funds are to be handled exclusively by the Penn State Alumni Association on behalf of the Blue & White Society.

Section II.

Membership dues shall be collected on a yearly basis by the Penn State Alumni Association.

Section III.

The amount of dues shall be reasonable and determined by the Executive Board, in conjunction with the Penn State Alumni Association.

Section IV.

In January, the Penn State Alumni Association shall work in conjunction with the President and Treasurer to establish a budget for the upcoming academic year.

Section V.

The Treasurer and President may approve expenses less than fifty dollars. The Adviser must approve larger expenses.

ARTICLE VII. ADVISER

Section I. Adviser

A. The Blue & White Society shall have an adviser at all times. The Penn State Alumni Association shall designate the Adviser by a selection committee of students and Alumni Association staff.

B. He or she must be a full-time member of the Pennsylvania State University community.

ARTICLE VIII. ELECTIONS

Section I.

A. Elections shall be held in March of each year.

B. All elections shall be conducted by secret ballot, which shall be counted outside the meeting room by the Secretary, with the adviser or his/her representative present.

C. Running for Office

1. Any active general member wishing to be on the ballot for the Executive Board must complete an application packet by the designated date, to be returned only to the President. He or she must also attend an Executive Board information session, unless excused by the President.

Section II: Voting

A. The election procedures shall be as follows:

1. The President (also referred to as chair) shall run elections.
2. In alphabetical order by the Presidential Candidate's last name, the candidates for President will present a speech no more than five minutes per candidate in length. All other candidates for President shall leave the room during the speeches.
3. Following the speeches, all candidates shall enter the room. Members will have the opportunity to ask the candidates questions. All questions must be directed at all of the candidates, not one specific candidate. The candidates will answer in the same sequence as they presented speeches, but they will rotate after each question (i.e., the first candidate answers first; then for the second question, the second candidate answers first). The chair will determine the duration of the question-and-answer session.
4. All candidates will then leave the room and the floor will be open for discussion. If a majority of members wish, candidates may be brought back for more questions.
5. The Secretary will distribute ballots, collect them, count them in conjunction with the Adviser, and inform the President of the results.
6. A majority of active and present voting members shall be required for election.
7. If a candidate is not elected, in the event that a majority decision cannot be reached, the chair will entertain a motion for an additional question session, more discussion time, or another round of voting.
8. If those who are not elected wish to be a candidate for another office, the Chair will entertain their request.
9. If a candidate is running unopposed, members may either vote for the candidate or vote for the vacancy of that position, where further elections will then be held to fill the vacant position.
10. In the event that a defined majority of 50% + 1 cannot be reached after one voting round, the candidates receiving the top two quantities of votes will continue on to a second voting round. This round will be won with a simple majority (whichever candidate receives the most votes).

B. Remaining Positions.

1. Election of all subsequent Executive Board positions shall follow the procedures set for the election of the President.

Section III.

No one involved in conducting the elections may be an official candidate.

Section IV.

The term of office for each officer shall begin at the first Executive Board meeting after elections.

ARTICLE IX. AMENDMENTS

Section 1. Constitutional Approval

A. This constitution and by-laws can be amended at any regular membership meeting provided that:

1. The Constitutional Review Committee will be chaired by the Secretary and must consist of at least two other active members.
2. A copy of the amendment will be available in writing at the regular general membership meeting prior to voting.
3. There shall be one reading of the amendment prior to voting.
4. A simple majority is required to pass an amendment.
5. The Executive Director of the Penn State Alumni Association or his or her designee must issue his or her approval.
6. All amendments are subject to approval by the Center for Student Engagement.
7. Approved amendments will take place immediately.

ARTICLE X. PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, shall be the parliamentary authority in all cases not addressed by this constitution.

ARTICLE XI. ACCESSIBILITY OF THIS CONSTITUTION

Copies of this constitution will be available to anyone upon request.

ARTICLE XI. CODE OF CONDUCT

A. No member may participate in any Blue & White Society event while visibly intoxicated or otherwise impaired.

B. No member may wear official Blue & White Society Executive Board gear or attire while under the influence of alcohol or other substances.

C. All members shall exercise proper etiquette when attending official University functions.

D. All general and Executive Board members have a responsibility to contribute to Blue & White Society in a positive manner to maintain morale when attending events. This includes being considerate and polite to other members and maintaining professional conduct while addressing any issues and concerns of the group.

Revised on 3/20/2007 by Constitution Review Committee (chaired by Laurie Cataldo, acting Secretary).