

The Constitution and By-Laws
of the {Insert the College/University name here} Chapter of
The National Electronic Media Association

ARTICLE ONE -- NAME AND AFFILIATION

The name of this organization shall be the {Insert the College/University name here} Chapter of the National Electronic Media Association.

ARTICLE TWO -- PURPOSE AND OBJECTIVES

The purpose and objectives of the {Insert the College/University name here} Chapter of the National Electronic Media Association shall be the same as those of the Association as set forth in the National Constitution.

ARTICLE THREE -- MEMBERSHIP

SECTION 1 (INDIVIDUAL MEMBERSHIP TYPES) There shall be three types of membership in the chapter. Membership is open to any qualified person regardless of race, color, national origin, sex, religion, age, or handicap.

- A. Student Membership shall be limited to currently enrolled undergraduate and graduate students. Privileges of membership shall include the ability to purchase and display official insignia, vote for and hold National and Local office, and shall include a subscription to the national website, national membership certificate and membership card, in addition to other privileges as may be established by the National Board of Governors. Student members must pay national dues as indicated in the By-Laws of the national constitution and any dues assessed by the chapter.
- B. Professional Membership shall be granted to those individuals who demonstrated through their industry achievements or expressed interest, a clear willingness to participate in and actively promote the Association's aims and projects. Privileges of membership shall be identical to those for National Student membership. Professional members must pay national dues as indicated in the By-Laws of the national constitution and any dues assessed by the chapter.
- C. Alpha Epsilon Rho Membership is open to members of THE NATIONAL ELECTRONIC MEDIA ASSOCIATION who are pursuing degrees in radio, television, mass communication, film, cable or other programs in electronic media and are nominated into membership based on scholastic excellence, merit and/or recognized creative achievement. Precise requirements and the nomination process will be established by the National Council. Alpha Epsilon Rho dues are indicated in the By Laws of the national constitution.
- D. In addition to the criteria for membership listed above, all members must register with the national office through a registration process. The names of active chapter members will be displayed on a portion of the national website which will signify their paid membership status.

SECTION 2 (PRIVILEGES AND OBLIGATIONS) Members of the {Insert the College/University name here} Chapter of the National Electronic Media Association, have the following privileges and obligations.

- A. All paid members in good standing may participate in chapter activities and activities of the national organization. Paid members in good standing of the National Electronic Media Association may identify themselves as members of the Association. Paid members in good standing will qualify for competition member rates, convention registration member rates, as well as have access "member-only" internet sites and "member-only" on-line discounts. Paid members in good standing of Alpha Epsilon Rho may identify themselves as members of Alpha Epsilon Rho.
- B. All members are expected to remain in good standing by satisfying the obligations required of them by Local and National regulations.
- C. To remain in good standing, members must submit dues on time. Failure to pay dues on time will result in expulsion from the Chapter.
- D. To remain in good standing, members must be actively involved with Chapter activities and must attend at least one-half (1/2) of the scheduled meetings each term. A point system, which gives credit for all National Electronic Media Association activities, will be maintained by the Chapter for all members.

SECTION 3 (SUSPENSION OF MEMBERSHIP): The Chapter may suspend the membership of any member by majority vote of the Executive Committee and with just cause. The party involved must be informed of this action and the reason(s) for it in writing.

ARTICLE FOUR -- OFFICERS OF THE CHAPTER

SECTION 1 (DEFINITION OF GOVERNING BODY): The Chapter shall be governed by an Executive Committee comprised of the Chapter Advisor and the elected officers.

SECTION 2 (QUALIFICATIONS): In order to become an officer, the individual must be a member in good standing at the time of election. The Advisor shall be elected and accorded the same rights and responsibilities as an officer of this Chapter.

SECTION 3 (QUALIFICATIONS): In order to become an officer, the individual must be a member in good standing at the time of election. The Advisor shall be elected and accorded the same rights and responsibilities as an officer of this Chapter.

SECTION 3 (VOTING) The process for electing officers of the chapter includes:

- A. The President shall appoint a nominating committee in the month of **{Insert the month here}** to present a slate of qualified officer candidates to be voted on the following meeting. Open nominations from the floor will also be accepted on the day of the election.
- B. The Chapter shall elect the officers by secret ballot. Each member in good standing shall have one (1) vote. Officers will be elected by a plurality vote. In the event of a tie, a run-off election will be held immediately. Term of office shall be for one (1) year.
- C. If any office is vacated during the year, a special election will be held. The Chapter President, or if no President, the Chapter Advisor, shall have the power to appoint a member in good standing to fill the vacated office until the special election can be held.

SECTION 4 (DUTIES OF THE OFFICERS) The duties of the officers of the **{Insert the College/University name here}** chapter of the National Electronic Media Association, include:

- A. **PRESIDENT:** The President shall be presiding officer at all meetings. He/She shall have the power to appoint committees deemed advisable for carrying on the work of the Chapter. It shall be his/her responsibility to see that the officers and committees of the Chapter discharge their duties faithfully, impartially, promptly, and completely. He/She shall serve as the official representative of the Chapter whenever necessary.
- B. **VICE PRESIDENT:** The Vice President shall assume the duty of the President in the latter's absence or in the event the President becomes unable to discharge his/her duties. This officer is responsible for arranging speakers at chapter meetings according to the agreed schedule.
- C. **VICE PRESIDENT FOR ALPHA EPSILON RHO (at chapters with Alpha Epsilon Rho membership):** The Vice President of Alpha Epsilon Rho must be a member of Alpha Epsilon Rho and will be given the specific responsibility for the affairs of AERho in the chapter.
- D. **SECRETARY:** The Secretary shall be responsible for keeping all records of the Chapter. This officer must keep minutes of all general business and executive meetings, carry out correspondence and send reports to the National office. This officer is responsible for turning in required reports to the National organization.
- E. **TREASURER:** The Treasurer shall be responsible for all financial affairs of the Chapter. He/She is responsible for keeping a log of all purchases and expenditures and shall present a yearly statement. The Treasurer shall serve as chief financial officer for all activities of the Chapter. The office of Treasurer may be combined with the office of Secretary.
- F. **ALUMNI AND PROFESSIONAL COORDINATOR:** This officer shall compile and maintain the mailing list of graduated members and maintain needed correspondence with these members. This officer must attempt to recruit all potential candidates for professional membership including alumni, former members, media professionals, and educators. He/She is the liaison to the National office for alumni and professional services.
- G. **COMMUNICATIONS COORDINATOR:** This officer is responsible for coordinating all public relations for the Chapter. He/She will produce all announcements concerning chapter activities and provide same to the university and campus community as well as to the editor(s) of organizational print and electronic publications.
- H. **ADVISOR:** The Advisor shall attend all meetings of the organization and shall serve as the official liaison to the Department, the University, and the National Office. When possible, the Chapter will pay any membership dues associated with the Advisor.

ARTICLE FIVE -- COMMITTEES

SECTION 1 (DEFINITION AND CREATION): In order to carry on the work and activities of the Chapter, the President may create committees and appoint a President and committee members. Each committee shall contain at least one (1) officer. Where appropriate, committees will automatically disband once the goal of the committee has been accomplished. Members of standing committees shall be appointed immediately after the election of officers.

SECTION 2 (FUNDRAISING COMMITTEE): The Chapter requires operating funds in addition to those from dues. A committee shall be appointed to develop and coordinate fundraising projects with the Director of Development and other officers and members.

ARTICLE SIX -- UNIVERSITY REGULATIONS AND CORPORATE IDENTITY

SECTION 1 (MEMBERSHIP): Active members of this organization shall be enrolled {Insert the College/University name here} students, members of the faculty or staff, or their spouses. Non-voting members of the chapter will be members who are graduates of the program and/or area professionals with national memberships.

SECTION 2 (FINANCES): All money received, for whatever purpose, will be deposited in the Chapter’s bank account. All disbursements will be made by the Chapter Treasurer, President and/or Advisor.

SECTION 3 (OFFICER ELIGIBILITY): Officers of the organization shall hold and maintain a minimum cumulative grade point average of 2.0 for undergraduates or 3.0 for graduates, not be on disciplinary or academic probation, and shall be full-time students of {Insert the College/University name here}.

SECTION 4 (AUTHORITY OF THE UNIVERSITY): No rules may be enacted that are in conflict with the rules of the University. Nothing in these by-laws shall in any way limit the final authority of {Insert the College/University name here}.

SECTION 5 (CORPORATE IDENTITY) For purposes of Internal Revenue Service definition, the local chapter is an entity of [the property of] {Insert the College/University name here}. The local chapter will not be included as part of the national organization’s Form 990 tax return and the local chapter is not eligible to use the organization’s tax ID number for local activities or operations.

ARTICLE SEVEN -- PARLIAMENTARY PROCEDURE

SECTION 1 (QUORUM): One-half (1/2) of the members in good standing in the Chapter shall constitute a quorum for a business meeting. No official business may be conducted without a quorum present. The Executive Committee may hold a session only if more than three-quarters (3/4) of the Committee is present.

SECTION 2 (AMENDING THE BY-LAWS): The by-laws are the basic framework of the Chapter and can only be amended by a two-thirds (2/3) vote of voting members present, provided a quorum is present. Proposed amendments must be published or otherwise made known to the membership at least thirty (30) days prior to voting. No rules may be enacted that are in conflict with the rules of the National organization.

SECTION 3 (PARLIAMENTARY RULE): All meetings and business of the Chapter shall be conducted according to Robert’s Rules of Order - Newly Revised or most current edition (Suggested). The President may appoint an individual to act as parliamentarian for this purpose.

_____	_____	_____	_____
Chapter President	Date	Chapter Advisor	Date