

THE CONSTITUTION AND BY-LAWS  
OF THE Elizabethan CHAPTER OF  
THE NATIONAL BROADCASTING SOCIETY

ARTICLE ONE  
NAME AND AFFILIATION

The name of this organization shall be the Elizabethan Chapter of The National Broadcasting Society. The Chapter is affiliated with the Freedom State (name of region) Region, Number One (region number).

ARTICLE TWO  
PURPOSE AND OBJECTIVES

The purpose and objectives of the Elizabethan Chapter of The National Broadcasting Society shall be the same as those of the Society as set forth in the National Constitution. *Which one?*

ARTICLE THREE  
MEMBERSHIP

SECTION 1 (INDIVIDUAL MEMBERSHIP TYPES) There shall be four 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, Regional, and Local office, and shall include a subscription to NBS publications, National membership certificate and membership card, in addition to other privileges as may be established by the Region or the National Council.

B. Professional/Collegiate 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 Society's aims and projects. Privileges of membership shall be identical to those for National Student membership.

C. Alpha Epsilon Rho Membership, the honor society within The National Broadcasting Society, is open to members of NBS who are pursuing degrees in telecommunication, radio, television, 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.

D. Honorary Membership shall be granted on a local basis, by a majority vote of the chapter for service to the Chapter by an individual or organization. This membership carries no dues or other obligations on the part of the recipient.

SECTION 2 (PRIVILEGES AND OBLIGATIONS) Members of the Elizabethan Chapter of the National Broadcasting Society (NBS) have the following privileges and obligations.

A. All members are expected to remain in good standing by satisfying the obligations required of them by Local, Regional, and National regulations. *which one?*

B. To remain in good standing, members must submit dues on time. Failure to pay dues on time will result in expulsion from the Chapter.

C. 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 NBS 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 (VOTING) The schedule for electing officers of the chapter includes:

A. The President shall appoint a nominating committee in February to present a slate of qualified officer candidates to be voted on in March. Open nominations from the floor will also be accepted on the day of the election.

B. Each year at the first meeting in March, 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 Elizabethan chapter of the National Broadcasting Society 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 duties 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 NBS meetings according to the agreed schedule.

C. **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 monthly reports to the National and Regional offices. This officer is responsible for turning in required reports to the National organization, including the annual report.

D. **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 audit in connection with the Chapter Annual Report. 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.

E. **ALUMNI/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 membership as Professional members including alumni, former NBS members, media professionals, and educators. He/She is the liaison to the National Vice President for Professional Development.

F. **DIRECTOR OF COMMUNICATIONS:** This officer is responsible for coordinating all public relations for the Chapter. He/She will produce all announcements concerning NBS activities and provide same to the university and campus community as well as to the Editor of Signals and the editors of Regional and/or District newsletters.

G. **ADVISOR:** The Advisor shall attend all meetings of the organization and shall serve as the official liaison to the Department, the University, the State, the Region, 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 in March.

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

SECTION 1 (MEMBERSHIP): There shall be no active members of this organization who are not currently enrolled Elizabethan College students, members of the faculty or staff, or their spouses. Non-voting members of the chapter will be NBS 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 Elizabethan College.

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 \_\_\_\_\_ University.

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.

~~you~~ you printed out a template and plugged in names where necessary. Make sure to specify this in order to fit with college policies.  
Update & contacts  
consider cutting this down