



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, September 17, 2013 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 enhance student life at Penn State through diversified experience, with an emphasis on service to the community, civil leadership, tradition, and outreach while establishing the foundation of a lifelong commitment to the University as members of the Penn State Alumni Association

ARTICLE II. MEMBERSHIP

Section I. Membership Classes

A. Active members: Currently enrolled students at the University who have paid membership dues. Active members are required to attend at least one meeting or event where attendance is taken. 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(s) 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. The majority (50% active membership + 1) of students must be undergraduate students.

C. There must be 10 active members at all times.

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

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

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

1. Conduct: upon discretion of the Executive Board, may bring to Adviser, to charge a member with ‘conduct unbecoming of a Blue & White Society member.’”
2. Charged member has the ability to appeal their charges before the Executive Board and Advisor(s)
3. Executive Board will then vote, a 2/3 majority is needed to remove the member.

G. 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. Organizational documents
 - b. Schedule of New Member events and activities
 - c. A list of responsibilities of members
 - d. 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 Office of Student Activities.
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.

ARTICLE III: EXECUTIVE BOARD AND CHAIRS

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 of Internal Relations, Director of Activities, and Director of Outreach.

Section I. Duties of Executive Board

- A. All Executive Board Members
 1. Shall Step in if any of his/her Directors/Chairs are not fulfilling their duties
 2. Shall Carry out other duties as the President may direct
 3. Shall serve as a liaison between his or her directors/chairpersons and the President/Advisor(s).
 4. Shall maintain and submit a binder upon completion of his/her term of office.
 5. The Executive Board is empowered to act for the active membership in the intervals between active membership meetings.

6. The Executive Board shall be directly responsible to the Executive Director of the Penn State Alumni Association or his or her designee.
7. The Executive Board shall have the power to create, disband, and/or determine structure of all standing committees.
8. Executive Board members may, with the approval of the Advisor(s) 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.

B. 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 shall be responsible for overseeing that the constitution and strategic plan are 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, Director of Activities, and Director of Outreach.
5. The President is responsible for running elections.
6. 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.
7. 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.
8. The President shall meet with the Advisor(s) regularly to discuss concerns and programming.
9. The President shall organize and plan at least 1 Executive Board Retreat per year.
10. The President shall report to the Alumni Council twice per year.
11. The President shall conduct a weekly meeting with the Vice President of Programming, Vice President of Member Relations, and the Advisor(s)(s).
12. The President shall be the co-chair of the Constitutional Review Committee with the Secretary if they deem a committee is necessary.

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 of 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, the Director of Communications, and the Director of Outreach 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 serve as a liaison between the Penn State Alumni Association and the Director of Membership, and to the Advisor(s) and the President.

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.

D. Secretary

1. The Secretary shall be responsible for the development, maintenance, and distribution of minutes of Executive Board Meetings to all Executive Board members.
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 co-chair of the Constitutional Review Committee with the President if they deem a Committee is necessary.
5. The Secretary shall serve as Parliamentarian.

6. The Secretary shall be responsible for communicating messages within the Executive Board.
7. Keeps a record of excuses and attendance from chair committees to ensure officers are attending meetings/events.
8. The Secretary shall maintain all organizational files and binders, as well as records of the organization's history.
9. 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.
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 meet bi-monthly with the President and Advisor(s) to review transactions.

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-weekly Newsletter for meetings of the general membership, writing bi-weekly Listserv e-mails to notify the general membership of occurrences in the Society at University Park, 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 oversee Sharing Shakers and Ushering Chairs.

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(s) 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 oversee the Videographer/ Photographer chair.
7. Maintain Blue & White Society's Social Media Accounts.

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: THON Logistics Chair, THON Solicitations Chair, THON Family Relations Chair, Relay for Life, blood drives, and Special Projects Chair.
5. A chair or co-chairs shall be appointed to head a committee for each of the following activities: THON Logistics Chair, THON Solicitations Chair, THON Family Relations Chair, Relay for Life, and Special Projects Chair.
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 serve as the liaison between his or her Chairs and the Executive Board.
9. The Director of Community Service can be split into two positions if the Executive Board deems necessary.

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 Commonwealth Campus Relations Chair.
6. Shall step in if any of his/her chairs are not fulfilling their duties.
7. The Director of Membership shall assist in the initiation of planning and setting up of Blue & White Societies at Commonwealth Campuses.
8. The Director of Membership will organize and plan the All-Campus Conference with the assistance of the Vice President of Member Relations and the Commonwealth Campus Relations Chair.

J. Director of Internal Relations

1. The Director of Internal Relations' main duty shall be the retention of current members with the Director of Membership.
2. The Director of Internal Relations shall be responsible for fostering interaction among members by developing and promoting social activities for members, and between members and alumni.
3. Responsibilities include planning events, submitting budgets, delegating authority to committee members/chairs.
4. The Director of Internal Relations will help plan and budget activities and food for the general meetings.
5. The Director of Internal Relations shall oversee Alumni Mixer and Bash/Winter Chill chairs.
6. 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.

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, and Homecoming.
3. A chair shall be appointed to head a committee for each of the following activities: Rally in the Valley/Pep Rallies, and Homecoming.
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.

L. Director of Outreach

1. The Director of Outreach's main duty shall be to reach out to all students within the University, with an emphasis on the Freshmen class.
2. The Director of Outreach shall be responsible for organizing and implementing the family system and overseeing the Outreach Representative Chairs, University Relations Chair, and Intramural Sports Chair.
3. Responsibilities include planning events, submitting budgets, and delegating authority to committee members and/ or chairs.
4. 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.

Section II. Eligibility for Office

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

Section III. Ex-Officio Executive Board Members

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

Section IV. Removal Process for Elected Officials

- A. Elected officials can be removed from office for neglect of duties.
 1. An elected official can receive up to three warnings before being removed from office.
 - a. These warnings will be issued when the President, Vice Presidents, and Advisor(s) feel that the officer is not fulfilling his/ her duties.
 - b. The first two warnings will result in a meeting with the President and Vice Presidents.
 - c. The third warning will result in a meeting with the Advisor(s)
- 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. After the officer in question has received three warnings the process of removal is as follows:
 1. An Executive Board member in good standing must make a motion for removal.
 - a. At this time, reason for the 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(s).

Section V. 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 will be offered to become the President if he/she accepts
2. In the event that the Vice President of Member Relations turns down the offer it will then be presented to the Vice President of Programming and elections for Vice President of Programming.
3. In the event that neither the Vice President of Programming or the Vice President of Member Relations take the President's position, the Secretary will be offered the position. If he/she accepts, elections will be held for the position of Secretary.
4. In the event that the Vice President of Member Relations, Vice President of Programming, and Secretary decline the offer Elections will be open only to the Executive board to fill the President's vacancy.
5. In the event that no one on the Executive Board fills the office of President, it will then be offered again to the Vice President of Member Relations.
6. 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.
7. In the event there is a vacancy in any remaining Executive Board positions, a general election will be held to fill the remaining positions.
8. The president may, at their discretion delegate responsibilities of the vacant position to other Executive Board members, until the vacant position is filled.
9. 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 VI: Appointed Chairpersons

A. Duties:

1. Maintain a steady flow of correspondence with his/her Director, informs their Director of the significant events within his/her Committee. Responsibilities will be delegated to them by their directors.

2. Shall be available to his/her Committee at specified times to provide requested information, offer assistance and support, and meet with them regularly.
 3. Will assist the Director in fulfilling his/her duties and meet with him/her regularly.
 4. Shall maintain and submit an organizational binder upon completion of his/her term of office.
- B. A member can be appointed to a position, (i.e.: Committee Chair) after their completion of an application and an interview conducted by members of the Executive Board.
 - C. 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 above.
 - D. 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.
 - i. A person holding an appointed position may be given three warnings before being removed as outlined in the removal process for elected officials.

Section VII. Attendance Policy

- A. The mandatory events will require the Executive Board and Appointed Chairpersons to work at least one shift which is defined by the Chair that is in charge of the event.
- B. Executive Board and Appointed Chairpersons will be held accountable to work the amount of time they committed to for all the events.
- C. The person in charge of this event will oversee and issue warnings for Executive Board and Appointed Chairperson members who do attend or provide a valid excuse.

ARTICLE IV. MEETINGS

Section I.

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

Section II.

Regular meetings shall be held a minimum of once per month throughout the fall and spring semesters.

Section III.

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

Section IV.

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

Section V.

Members shall be notified with adequate advanced notice about regular meetings by the Director of Communications, in conjunction with the Advisor(s), at regular meetings or by e-mail.

Section VI. Voting

- A. A majority is defined as 50% of the attending membership + 1.
- B. A quorum is defined as 12 attending members. A quorum is required at meetings to conduct general business.

ARTICLE V. FINANCES

Section I.

All organizational fundraising activities are to be handled exclusively through the Associated Student Activities (ASA) office. 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 Advisor(s) must approve larger expenses.

ARTICLE VI. ADVISOR(S)

A. The Blue & White Society shall have an Advisor(s) at all time. The Penn State Alumni Association shall designate the Advisor(s).

B. The Advisor(s) will be a full-time Faculty or Staff member of The Pennsylvania State University.

ARTICLE VII. ELECTIONS FOR EXECUTIVE BOARD

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 Advisor(s) 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. Voter Registration

1. At the General Meeting prior to elections, an announcement will be made that there will be a voter registration process in order to be eligible to vote at elections. This announcement will also be sent out over the Blue & White Society listserv.
2. During Monday through Thursday of the week prior to elections, Blue & White Society members who intend to vote at elections will be required to visit the Blue & White Society office between the hours of 9:00 a.m. and 5:00 p.m. to register.
3. After the registration time period, membership status of individuals who participated in the registration process will be checked. In order to be eligible to vote, individuals must hold an active membership status.

B. 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. All candidates will then leave the room and the floor will be open for comments for 60 seconds to be timed by the President.
4. The Secretary will distribute ballots, collect them, count them in conjunction with the Adviser, and inform the President of the results.
5. A quorum of active and present voting members shall be required for election.
6. If a candidate is not elected, in the event that a majority decision cannot be reached, the chair will entertain a motion question session, more discussion time, or another round of voting. These individuals may only be considered for one additional office.
 - i. All candidates running for position may only be considered for a maximum of two positions.

7. If those who are not elected wish to be a candidate for another office, the Chair will entertain their request.
8. 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.
9. 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 VIII. 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 Office of Student Activities.
 7. Approved amendments will take place immediately.

ARTICLE IX. PARLIAMENTARY AUTHORITY

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

ARTICLE X. ACCESSIBILITY OF THIS CONSTITUTION

Copies of this constitution will be available at The Blue & White Society webpage.

ARTICLE XI. SAFETY CONSIDERATIONS

A. This organization will also abide by the following safety guidelines:

1. No member will use any undue force in any contact activity.
2. Members will not use any weapons in conjunction with the Penn State Blue & White Society's activities.
3. All members will wear safety equipment as outlined in a Participation Waiver during all of the Blue & White Society's activities.
4. The Blue & White Society will abide by the Penn State Department of Health and Safety's current version of Safety Considerations for Registered Organization

B. Members are required to acknowledge and abide by all of the above safety considerations and to sign a participation waiver as a condition of membership. Any violation of stated guidelines is grounds for immediate dismissal from the Blue & White Society.

ARTICLE XII. 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.

Article XIII. THON Dancer Selection

A. The President, Vice President of Programming, Director of Community Service, and THON chairs will oversee a predetermined system to decide who will represent the Blue & White Society as a dancer during THON.

1. If the President and/or Vice President of Programming would like to be in the running for a dancer position, then they will not vote and the Secretary will vote in their place.
2. A point system will be used to determine who is eligible to be considered as a dancer.

Revised on 9/18/2013 by Constitution Review Committee (chaired by Jessie Karr, acting Secretary).