**ARTICLE I — NAME OF THE CHAPTER**

**"Chapter" as used herein shall refer to the North Dakota State University Campus Chapter of the Society of Professional Journalists.**

**ARTICLE II — QUALIFICATIONS FOR MEMBERSHIP**

**Section 1 — All student members in good standing with the national Society who** **are students at North Dakota State University may affiliate with the North Dakota State University Campus Chapter of the Society of Professional Journalists by filing a membership form and complying with all chapter membership requirements, such as payment of chapter dues and initiation fees.**

**Section 2 — Student members in good standing automatically become post-graduate members of the Society upon graduation and may become professional members upon application to the national headquarters. They may remain members of the North Dakota State University Campus Chapter of the Society of Professional Journalists by paying the chapter's annual dues.**

**ARTICLE III — DUES**

**Section 1 — The amount of local dues to be paid by each member of the chapter shall be fixed by the officers subject to ratification by the professional membership when the officers propose to increase or decrease the annual dues.**

**ARTICLE IV — MEETINGS & PROGRAMS**

**Section 1 — "Meetings" as used herein shall mean regularly scheduled or special meetings that are publicized or announced and approved by the officers.**

**Section 2 — The officers shall give notice when chapter business is to be conducted at a regularly scheduled membership meeting or program at least seven days in advance by e-mail to members who have provided e-mail addresses and by U.S. Mail to all other members.**

**Section 3 — At a chapter membership meeting or program a vote of a majority of the members in good standing who are present and voting shall be sufficient to approve any measure that requires a vote, except amendments to these Bylaws.**

**Section 4 — At a meeting of the officers a quorum consisting of a majority of the members of that body must be present to conduct any business.**

**Section 5 — Any action of the officers may be rescinded by a majority vote of the members in good standing present at a meeting of the chapter membership if notice has been given in accordance with Section 2 above that the action previously taken by the officers shall be put to a vote of the membership at the meeting.**

**Section 6 — ROBERT'S RULES OF ORDER shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.**

**Section 7 — All membership meetings and programs of the North Dakota State University Campus Chapter of the Society of Professional Journalists shall be on the record and open to coverage by any or all communications media on an equal basis. Coverage of programs of the North Dakota State University Campus Chapter of the Society of Professional Journalists shall be encouraged in order to acquaint the profession and public at large with the issues discussed by and before the chapter membership. Individual guest speakers shall be apprised in advance that this is a chapter policy.**

**Section 8 — All meetings of the officers shall be open to all members of the national Society, except that when action is required between regular meetings the officers may vote by electronic or other means. When the officers have taken action outside a regular meeting that body must ratify the action by a vote at the next regular meeting.**

**Section 9 — The financial records of the chapter and minutes of all meetings shall be open for inspection to members in good standing. Requests for inspection shall be made to the custodian(s) of such records and shall be made available, if practical, at the next meeting of the membership or the officers.**

**ARTICLE V — OFFICERS**

**Section 1 — The officers of the chapter shall be: (list them here).**

**PRESIDENT — The President shall be the chief executive officer and shall supervise and direct the business and affairs of the chapter. The President shall see to it that the chapter conforms to the requirements of the national Society. The President shall have the power to delegate such functions to other officers as necessary. The President shall have the power to create committees of officers, directors, members, or any combination thereof, to further the business and affairs of the chapter. The President shall perform other functions customarily associated with such a title.**

**VICE PRESIDENT — The Vice President shall exercise the functions of the President in the absence or inability of the President, either temporarily or for the duration of the President's term.**

**SECRETARY-TREASURER — The Secretary-Treasurer shall maintain the chapter's** **records and its finances, file an annual report to the national Society, and otherwise maintain contact with the national Society. The Secretary-Treasurer shall take minutes of all meetings of the [officers] and the membership. The Secretary-Treasurer shall also maintain regular contact with the chapter membership. The Secretary-Treasurer will perform other functions customarily associated with such a title.**

**IMMEDIATE PAST PRESIDENT — The Immediate Past President shall serve as an ex officio officer of the chapter.**

**CHAPTER ADVISER — The chapter Adviser must be a professional member in good standing of the national Society. S/he shall be recognized as the representative of the national Society and shall oversee all activities of the chapter membership and make recommendations as s/he believes necessary, but will have no vote. The adviser shall be charged with the duties of attending meetings regularly and of providing, whenever possible, a permanent place of safekeeping for the books, documents and records of the chapter and its officers.**

**The chapter Adviser shall be chosen annually by members of the chapter in good standing and may serve an unlimited number of terms.**

**Section 2 — If the President and Vice President are both unable to carry out their duties, executive power shall flow to the following officers, in order: the Secretary (or Secretary-Treasurer), the Treasurer, the Immediate Past President.**

**Section 3 — Officers’ terms shall begin on May 1, and each shall serve for one year or until their successors have been selected and qualified.**

**ARTICLE VI — ELECTIONS**

**Section 1 — There shall be an election annually in April to elect the president, vice president, secretary and treasurer of the North Dakota State University Campus Chapter of the Society of Professional Journalists.**

**Section 2 — In preparation for the annual election, in February (2 months before the election) the President shall appoint a Nominating Committee to prepare a slate of candidates for each officer position to be filled.**

**Section 3 — No later than 45 days before the election the Nominating Committee shall forward to the President a slate of qualified candidates for president, vice president, Secretary and treasurer for consideration by chapter officers.**

**Section 4 — Upon determination that each candidate is a member of the chapter in good standing and qualified to serve in the position for which s/he has been nominated, the chapter officers shall, at least 30 days before the election, publish the candidates’ names and qualifications for office to the chapter membership.**

**Section 5 — Any chapter member in good standing may nominate a candidate or candidates to run against the proposed slate. Nominations must be received by the chapter President no later than 14 days before April 1, and must include a statement of the candidate’s qualifications to hold the office for which s/he has been nominated. Upon verification that a candidate nominated in this way is a member of the chapter in good standing and qualified to hold the office sought, the chapter officers shall, no later than 10 days before April 1, publish the names of candidates and their qualifications by the same method used to publish the official slate.**

**Section 6 — The election shall be conducted by secret ballot of all chapter members in good standing at a regular chapter meeting in April.**

**Section 6 (alternative) — Voting by electronic means using ballots returned by e- mail, Survey Monkey, other electronic means and/or U.S. Mail shall commence on April 1 and continue until 11:59 p.m. on April 3, and shall included ballots sent by U.S. Mail postmarked no later than April 1.**

**Section 7 — All chapter members in good standing are eligible to vote.**

**Section 8 — No later than April 4, a committee appointed by the President shall count the ballots and report the results of the election to the officers, which shall publish the outcome of the election to the members.**

**ARTICLE VII — FILLING UNEXPIRED TERMS**

**Vacancies among Officers, other than the President, due to death, resignation or other cause shall be filled by a majority vote of the chapter officers present at any meeting at which a quorum of the officers is present. Officers appointed under this section shall serve until the next chapter election.**

**ARTICLE VIII — REMOVAL FROM OFFICE**

**Section 1 — It shall be grounds for removal from office if any officer has failed to attend three regularly scheduled, consecutive meetings, or any five meetings between May 1 and April 30, without an excuse approved by the officers.**

**Section 2 — Upon recommendation of the President, and after giving at least seven days’ notice to the officer, upon a vote of two-thirds of the remaining officers at the next regular meeting of the officers, the officer shall be removed from office.**

**Section 3 – The Chapter Adviser may be removed by a vote of 75 percent of the voting members of the North Dakota State University Campus Chapter of the Society of Professional Journalists present and voting.**

**ARTICLE IX — AUDITS**

**The chapter shall conduct a review of its finances at least once a year. The Treasurer shall present all relevant financial records to a committee** **of three chapter members who are not officers for this review.**

**ARTICLE X — COMMITTEES**

**The President is authorized to appoint such committees as s/he deems necessary. Chairmen of the committees may be officers or regular chapter members.**

**ARTICLE XI — STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS**

The **North Dakota State University Campus Chapter of the Society of Professional Journalists**]

 — is a not-for-profit organization.

— shall adhere to all guidelines set forth by North Dakota State University.

— shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation. This policy will include, but is not limited to recruitment, membership, organization activities, or opportunities to hold office.

— shall comply with all University and campus policies and local, state, and federal laws.

— shall not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**ARTICLE XII — CONVENTION ATTENDANCE**

Section 1 — The chapter shall be represented at each National Convention or Regional Conference by at least one delegate and alternate elected by the officers from among the chapter’s members in good standing.

Section 2 — The chapter will strive to defray travel costs and registration fees for delegates who attend the Convention.

**ARTICLE XIV — DISBANDING THE CHAPTER**

**Upon the decision to terminate the chapter, whether by dissolution, disbandment, revocation pursuant to the national Bylaws, or otherwise, any remaining chapter funds shall be distributed to an adjoining active Society chapter then in good standing, to the Society or to the Sigma Delta Chi Foundation, as directed by the chapter’s governing body, or, in the absence of action within 60 days of termination by the local governing body, by the Board of Directors of the national Society.**

**ARTICLE XV — AMENDMENTS**

**Section 1 — Amendments to these Bylaws may be proposed by the officers at a regular meeting of the officers, or by no fewer than two chapter members in good standing. Regardless of whether the officers agree with the proposal, they must present the proposal** **to the North Dakota State University Campus Chapter of the Society of Professional Journalists membership for a vote no later than the next annual election of officers. The officers must provide members the text of the proposed amendment(s) at least 60 days before the next annual election. If the officers oppose the proposed amendment(s) they may issue a statement explaining their reasons for opposition and/or alternative amendments, and circulate their report at least 30 days before the next annual election.**

**Section 2 — To become effective, proposed amendments must receive a 2/3 vote of the chapter members in good standing voting in accordance with procedures set out in Article VI (Elections) above.**

**Section 3 — Amendments become effect immediately, unless otherwise specified.**

**Last updated April 3, 2012.**