

**The Penn State Alumni Association
Greater Jacksonville Chapter
Chapter By-Laws**

ARTICLE I

Section 1 - Name:

The name of this organization shall be the The Greater Jacksonville Chapter of the Penn State Alumni Association (hereinafter, "Chapter"), a chartered field organization of the Penn State Alumni Association (hereinafter, "PSAA").

Section 2 - Purpose:

The Chapter is dedicated to keeping its members in touch with The Pennsylvania State University (Penn State) and PSAA while providing a social setting for Chapter members and is organized to promote the welfare of Penn State and to provide service to the Chapter members. In furtherance of these goals, the Chapter will comply with all PSAA directives and assist PSAA in developing programs beneficial to Penn State. The Chapter's goal is to establish a network of close fellowship and cooperation among the members of the Penn State family generally residing in the states, counties and zip code areas listed in Attachment A titled "Jacksonville Chapter Franchise Areas". Through this network the Chapter shall endeavor to enhance the area member's knowledge of Penn State's programs and activities and the accomplishments of its students, faculty and alumni and shall assist in Penn State's recruitment of outstanding prospects for admission.

ARTICLE II

Section 1 - Membership:

A. Active: Any alumni, current Penn State student, parents of students and friends of Penn State are eligible to become active members of the Chapter.

B. Honorary: All alumni plus non-alumni Chapter members who have distinguished themselves by their support of Penn State are eligible to become honorary members. Appointment as an honorary member requires

the approval of the Board and is open to anyone who is a supporter of Penn State.

C. The Chapter shall use any PSAA generated alumni address lists for Chapter and PSAA purposes only and shall not, under any circumstances, release these lists for outside commercial purposes, political activities, or any other reason not directly related to Chapter or PSAA activities.

Section 2 - Membership and Dues:

Annual membership is effective July 1 of each year and terminates June 30 of the following year. The Board of Directors (hereinafter, the "Board") shall determine the amount of dues that shall be charged to Chapter members.

ARTICLE III

Section 1 - Officers:

The Officers of the Chapter shall consist of a President, Vice-President, Secretary and Treasurer. All officers shall hold concurrent Chapter and PSAA membership.

Section 2 - Board of Directors:

The Board shall consist of the Officers listed in Article III, Section 1 above, current Chairpersons and immediate Past President subject to the provisions below plus any At-Large Board members deemed necessary from time to time to ensure the consistent operation and viability of the Chapter and Ex-Officio members, if any. Ex-Officio members shall not be permitted to vote or hold office in the Chapter. An immediate Past-President may be a member of the Board for two (2) years after the expiration of his/her term of office as President at his/her discretion and option.

Section 3 - Terms of Office:

A. Months of Service: With the exception of the provisions of Article III, Section 4, Paragraph A, the start and end dates for the terms of office will match those of the fiscal year of the Chapter and PSAA which is July 1 to June 30.

B. Board Members: The term of office for the members of the Board shall be two (2) years. These positions may be re-elected, but successive full terms of office shall be limited to four (4) terms. The Board shall exercise its best efforts to stagger the member terms of office to ensure that continuity of Chapter operations is not jeopardized through the loss of a significant portion of the Board at one time.

C. Ex-Officio Board Members:

(1). The Executive Director of PSAA shall be a permanent Ex-Officio member of the Board.

(2). Legal Counsel may be appointed by the President and shall also serve an Ex-Officio member of the Board.

Section 4 – Elections:

A. If any Officer, Chairperson or member of the Board declares his/her intent to resign from his/her position before the end of his/her term, that vacancy may be temporarily filled by Board appointment. Otherwise, elections shall be conducted in accordance with Article VI, Section 1.

B. Officer elections or approval of proposals brought before the Board, whether conducted by a meeting or mail (such term hereinafter defined as e-mail, U. S. Postal Service or equivalent, or any combination thereof) shall require a simple majority vote of those in attendance at the meeting or solicited by mail for approval or ratification.

ARTICLE IV

Section 1 - Duties of Officers:

The duties of the Officers shall be those set forth below; other additional duties may assigned by the Board.

A. President: The President shall serve as chair of the Board and may serve as an Ex-Officio member of Chapter committees. He/she shall recommend, establish and execute policies for the direction and administration of the Chapter, develop and execute the Chapter's long and short range plans and initiatives, manage the day-to-day business of the Chapter, appoint committee Chairpersons, call Chapter meetings and Board meetings, and

preside at those meetings. The President shall inform PSAA of Chapter activities and shall submit any reports requested by PSAA.

B. Vice-President: In the absence or disability of the President, or at the President's request, the Vice-President shall perform the duties of the President. If the office of the President becomes vacant, the Vice-President shall become President until the Board selects a new President. The Vice-President has the primary responsibility for the maintenance of the Chapter's website and may at any time, delegate website tasks to others. The Vice-President may serve as an Ex-Officio member of Chapter committees.

C. Secretary: The Secretary shall record and maintain the official minutes of all Chapter and the Board meetings and shall arrange to post the minutes on the Chapter website, distribute copies to Board members and the Alumni Regional Coordinator. He/she shall maintain the official copy of the Chapter's charter and By-Laws. The Secretary will also be responsible for sending by mail all correspondence to Chapter members and Board members about meetings, dates and times. He/she will also be responsible for all follow-up correspondence from meetings and any other correspondence deemed appropriate by the President and/or the Board.

D. Treasurer: The Treasurer shall maintain the Chapter's checking account and shall be responsible for all receipts and disbursements of the Chapter. He/she shall assist the Secretary and Membership Chair, if any, in maintaining the Chapter's records, including active and past membership records. The Treasurer shall be responsible for overseeing that disbursements are made in accordance with guidelines set forth by the Board. He/she shall be responsible for submitting a periodic current financial statement to the Board and shall also submit an annual financial report at the general membership annual meeting and shall send a copy to the PSAA.

Section 2 - Duties of the Board:

A. The Board is the legislature body of the Chapter and is empowered to establish Chapter policy; consistent with the programs set forth by PSAA.

B. The President shall determine the location and time of the Chapter meetings. It is the responsibility of each Board member to stay current on Chapter issues and meeting locations, and to advise the President or Secretary whether or not they will attend any scheduled or special meeting.

C. The Board shall attempt hold a minimum of four (4) Chapter meetings each year including one annual general membership meeting in accordance with Article VI, Section 1.

ARTICLE V

Section 1 – Chairpersons:

A. The Board shall establish five (5) Permanent Chair positions, i.e., Athletic, Volunteer Coordinator, Social, Media/Public Relations and Student Recruitment. Chairpersons will be chosen from the dues paying members of the Chapter. The President shall nominate the Chairpersons for Board approval. All Chairpersons will develop programming and activities that encourage, support, reflect and measure meaningful involvement by significant numbers of local alumni.

B. In addition, the President may from time to time depending on the Chapter's particular needs and goals, recommend other permanent or temporary Chair positions such as Networking, Scholarship, etc., for Board approval.

Section 2 - Functions of Permanent Chairs:

A. Athletic Events Chair: The Athletic Events Chair plans and organizes activities involving Penn State sports including televised games and trips to area colleges where Penn State sports teams are visiting.

B. Volunteer Coordinator Chair: The Volunteer Coordinator Chair shall serve as a liaison between the Chapter and non-profit community organizations for the purpose of providing Chapter members an opportunity to assist in community projects.

C. Social Chair: The Social Chair schedules and plans various social activities such as banquets, dinners, excursions to local and historical sites, visiting speakers and similar activities for the enjoyment of Chapter members and to foster fellowship and Chapter member recruitment.

D. Media/Public Relations Chair: The Media/Public Relations Chair shall work with the Penn State Office of Public Information and through the local media to inform the public of notable Penn State and Chapter events,

achievements and accomplishments of its members, students, faculty and alumni. This Chair will assist any committee in securing publicity for its activities.

E. Student Recruitment Chair: The Student Recruitment Chair works in conjunction with the Penn State Undergraduate Admissions office, PSAA and local schools to provide a Penn State presence at community at high school-college fairs. The Chair assists the Chapter by developing programs that will lead a student from prospective to enrolled student.

ARTICLE VI

Section 1 - Annual Chapter Meeting:

The Chapter shall hold a general membership annual meeting as determined by the Board. At this annual meeting, Officers, Chair and Board vacancies may be filled by an election.

Section 2 - Chapter Meetings and Board Meetings:

At any time he/she deems it necessary, the President may call special Chapter and/or meetings to carry out the objectives of the Chapter.

ARTICLE VII Adoption and Amendment

Section 1 - Adoption:

These By-Laws shall be officially adopted and take effect upon its approval by the majority vote of the Board members in attendance at any regular or special meeting of the Chapter or by mail.

Section 2 - Amendment:

These By-Laws may be amended by a majority vote of the Board members present at any official meeting or contacted by mail.

Amended and Approved by the Board of Directors on November 18, 2003

ATTACHMENT A
Jacksonville Chapter Franchise Areas

ST	County	City	ZIPs
FL	Clay	Orange Park	32003
FL	St. Johns	Ponte Vedra Beach	32004
FL	Putnam	Bostwick	32007
FL	Lafayette	Branford	32008
FL	Nassau	Bryceville	32009
FL	Nassau	Callahan	32011
FL	Suwanee	Day	32013
FL	Columbia	Lake City	32024-32025
FL	Clay	Doctors Inlet	32030
FL	St. Johns	Elkton	32033
FL	Nassau	Fernandina Beach	32034-32035
FL	Columbia	Fort White	32038
FL	Baker	Glen Saint Mary	32040
FL	Nassau	Yulee	32041
FL	Bradford	Graham	32042
FL	Clay	Green Cove Springs	32043
FL	Bradford	Hampton	32044
FL	Nassau	Hilliard	32046
FL	Clay	Middleburg	32050
FL	Hamilton	Jasper	32052
FL	Hamilton	Jennings	32053
FL	Union	Lake Butler	32054
FL	Columbia	Lake City	32055-32056
FL	Bradford	Lawtey	32058
FL	Suwanee	Live Oak	32060
FL	Suwanee	Lulu	32061
FL	Suwanee	McAlpin	32062
FL	Baker	Macclenny	32063
FL	Suwanee	Live Oak	32064
FL	Clay	Orange Park	32065
FL	Taylor	Mayo	32066
FL	Clay	Orange Park	32067
FL	Clay	Middleburg	32068
FL	Suwanee	O'Brien	32071
FL	Clay	Olustee	32072
FL	Clay	Orange Park	32073
FL	St. Johns	Penney Farms	32079
FL	St. Johns	Ponte Vedra Beach	32082
FL	Union	Raiford	32083

FL	St. Johns	St. Augustine	32084-32086
FL	Baker	Sanderson	32087
FL	Bradford	Starke	32091
FL	St. Johns	St. Augustine	32092
FL	Suwanee	Wellborn	32094
FL	St. Johns	St. Augustine	32095
FL	Columbia	White Springs	32096
FL	Nassau	Yulee	32097
FL	Duval	Jacksonville	32099
FL	Duval	Jacksonville	32201-32232
FL	Duval	Atlantic Beach	32233
FL	Duval	Jacksonville	32234-32239
FL	Duval	Jacksonville Beach	32240
FL	Duval	Jacksonville	32241-32247
FL	Duval	Jacksonville Beach	32250
FL	Duval	Jacksonville	32254-32260
FL	Duval	Neptune Beach	32266
FL	Duval	Jacksonville	32267-32677
FL	Alachua	Gainesville	32601-32614
FL	Alachua	Alachua	32615-32616
FL	Alachua	Archer	32618
FL	Bradford	Brooker	32622
FL	Alachua	Gainesville	32627
FL	Alachua	Earlton	32631
FL	Alachua	Evinston	32633
FL	Alachua	Fairfield	32634
FL	Alachua	Gainesville	32635
FL	Alachua	Hawthorne	32640
FL	Alachua	High Springs	32640
FL	Alachua	Gainesville	32641
FL	Alachua	Gainesville	32653
FL	Alachua	Island Grove	32654
FL	Alachua	High Springs	32655
FL	Alachua	Keystone Heights	32656
FL	Alachua	La Crosse	32658
FL	Alachua	Lochloosa	32662
FL	Alachua	McIntosh	32664
FL	Alachua	Melrose	32666
FL	Alachua	Micanopy	32667
FL	Alachua	Newberry	32669
FL	Alachua	Orange Lake	32681
FL	Alachua	Waldo	32694
FL	Union	Worthington Springs	32697
GA	Ware	Waycross	31501-31503
GA	Glynn	Brunswick	31520-31521

GA	Glynn	St. Simons Island	31522
GA	Glynn	Brunswick	31523-31525
GA	Glynn	Jekyll Island	31527
GA	Charlton	Folkston	31537
GA	Brantley	Hoboken	31542
GA	Brantley	Hortense	31543
GA	Wayne	Jesup	31545-31546
GA	Camden	Kings Bay	31547
GA	Camden	Kingsland	31548
GA	Ware	Manor	31550
GA	Ware	Milwood	31552
GA	Brantley	Nahunta	31553
GA	Wayne	Odum	31555
GA	Camden	Saint Marys	31558
GA	Wayne	Screven	31560
GA	Glynn	Sea Island	31561
GA	Ware	Waresboro	31564
GA	Camden	Waverly	31565
GA	Brantley	Waynesville	31566
GA	Camden	White Oak	31568
GA	Camden	Woodbine	31569
GA	Wayne	Jesup	31598
GA	Lowndes	Valdosta	31601-31606
GA	Cook	Adel	31620
GA	Cook	Dixie	31629
GA	Clinch	DuPont	31630
GA	Cook	Fargo	31631
GA	Lowndes	Hahira	31632
GA	Clinch	Homerville	31634
GA	Lanier	Lakeland	31635
GA	Lowndes	Lake Park	31636
GA	Cook	Lenox	31637
GA	Lowndes	Naylor	31641
GA	Camden	Saint George	31646
GA	Cook	Sparks	31647
GA	Echols	Statenville	31648
GA	Lanier	Stockton	31649
GA	Lowndes	Willacohee	31650

NOTE: Franchise areas may change from time to time depending on the creation or dissolution of other chapters in the general northeast Florida and southeast Georgia areas.