

**BYLAWS  
of the  
Missouri Chapter  
of the  
National School Public Relations Association  
  
(MOSPRA)**

(A Not-For-Profit Organization)

**(REVISED APRIL 9, 2008)**

(REVISED MARCH 21, 2012)

**Article I: - Name**

The name of this organization shall be the Missouri Chapter of the National School Public Relations Association (MOSPRA). The Missouri Chapter shall be an affiliate of the National School Public Relations Association (NSPRA).

**Article II – Purposes**

The Chapter is organized and shall be operated exclusively for charitable, scientific and educational purposes, as may qualify it as exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue Law. More specifically, such purposes include, but are not limited to, providing and promoting the following:

- Interpretation of school programs, needs, and objectives to various publics;
- Professional qualifications, standards, and ethics as set forth by NSPRA;
- An exchange of ideas about effective public relations practices among members;
- Activities that foster an understanding and appreciation of the value of school public relations;
- Assistance and leadership for school districts and other organizations lacking professional communications programs or personnel; and
- Opportunities for individual professional growth.

## **Article III – Membership**

### **Section 1. Active**

Active membership in the Missouri Chapter is available to the following:

Persons carrying out public relations duties (on a full-, part-time, or temporary basis) in a public or private educational institution, in an education-related agency or association, or in agencies providing communications-related services to schools.

Persons preparing others for careers in educational administration or educational communications.

School administrators, association executives, and others with an interest in advancing the cause of education through responsible communications.

### **Section 2. Institutional**

Institutional membership is available to school districts and colleges, or their subdivisions, and to corporations, organizations, and groups who evince an interest in the purposes of MoSPRA. Upon payment of appropriate dues as established in Section 4, each institutional member is entitled to a number of Active memberships without further cost, said member to be determined from time to time by the Executive Board.

### **Section 3. Rights and Privileges**

All members, including members who are active because of an institutional membership, are accorded equal rights and privileges of membership, except that the institutions holding institutional memberships are ineligible to vote or to hold office.

### **Section 4. Dues**

Dues of the Missouri Chapter shall be determined by the Executive Board, subject to approval by two-thirds of those present or voting by proxy at the Chapter's annual meeting.

### **Section 5. Membership Year**

The membership year of the Chapter shall be from the first day of September of each calendar year through the 31<sup>st</sup> day of August in the succeeding year.

### **Section 6. Directory**

The Chapter shall publish an annual directory of members. In order for a member's or organization's name to be included in the directory, dues must be paid by October 15.

## **Article IV – Officers and Executive Board**

### **Section 1. Elected Officers**

#### Section 1. Elected Officers

- A. Officers of the Missouri Chapter shall be a President, a President-Elect/Past President, a Secretary, a Treasurer, and four Directors. The chapter president, president-elect/past president, treasurer and one other elected officer designated by the chapter shall be members of the national Association. All other chapter officers and members are encouraged to be members of the National Association. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Chapter.
- B. In addition to the; usual duties of the office, the President shall be responsible for the Chapter newsletter and shall maintain liaison with the NSPRA Regional Vice President and the NSPRA national office. At the end of the term of office, the president shall prepare a report to the membership about the year's activities in the Missouri Chapter. The President shall provide copies of this report to the NSPRA Regional Vice President and the NSPRA national office.
- C. In the event the President is unable to serve or complete the term of office, the President-Elect/Past President shall perform all the duties of the President. If the President-Elect/Past President is unable or unwilling to serve, the Executive Board shall appoint a Director to complete the unexpired portion of the term, and the appropriate alternate Director shall be named to serve as Director for the unexpired portion of the term.
- D. In Addition to the usual duties of the office, the Treasurer shall, with the approval of the Executive Board, disburse funds of the Chapter and shall make an annual written report to the membership at or before the Chapter's annual meeting. The Treasurer shall, with the assistance of the Membership Committee, maintain an up-to-date membership roster and shall be responsible for the Chapter membership directory.

### **Section 2. Election**

- A. An Elections Committee of at least four (4) members shall oversee the election process. The President will appoint the committee. The Election Committee will also serve as a nominating committee to fill the seat of any officer/director position for which there has been no external nomination.
- B. Nominations will be taken the first two weeks of November (a date to close nominations will be set yearly).
- C. The Elections Committee will set the slate of officers, prepare a ballot allowing for write-in candidates, and provide the ballot to active members by

- the Monday of the third full week of November. Ballots may be mailed and processed in electronic (email) form or in paper/ mailing form
- D. Ballots must be received by the Elections Committee 5:00 p.m. on the Friday of the first full week in December.
  - E. Candidates shall be elected by plurality of the votes received.
  - F. Election results will be certified by the Executive Board prior to the Friday of the second full week of December. (Certification may take place via conference call or by electronic means.)
  - G. Notify MOSPRA membership of election results
  - H. Names of newly elected officers shall be reported to NSPRA by May 1.
- Newly elected officers will not take their positions until the annual meeting of MOSPRA in the spring.

### **Section 3. Term of Office**

The President, Secretary, and Treasurer of the Missouri Chapter shall be elected to serve two year terms. All other officers of the Missouri Chapter shall be elected to serve for one year. All terms shall begin at the close of the annual meeting at which they are elected.

The two-year term of office will begin with the election of the 2013-14 officers which takes place in December 2012. The 2013-14 President, Secretary, and Treasurer will serve a two-year term.

### **Section 4. Eligibility**

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. One Director each shall be selected from the areas in and around St. Louis, Kansas City, Mid-Missouri, and the Ozarks.

### **Section 5. Executive Board**

The Executive Board (Board) shall be composed of the President, Secretary, Treasurer, four regional Directors, and President-Elect/ Past President. Four alternate Directors from the areas identified in Section 4, *supra*, shall serve, *ex officio*, as non-voting members of the Board.

### **Section 6. Duties**

The Executive Board shall have general supervision of the affairs of the Chapter between its business meetings; fix the hour, place, and program of meetings; and make recommendations to the Chapter. The Board shall recommend and formulate policies for the programs and services of the Chapter; shall act as a budget planning committee; and shall authorize all Chapter contracts and expenditures. The Board

shall fill all vacancies in elective office that may occur between annual elections. The Board shall perform such other duties as are specified in these bylaws and shall be subject to the orders of the Chapter; none of its acts shall conflict with action taken by the Chapter.

### **Section 7. Meetings**

The Executive Board shall meet on notice from the President; a special meeting of the Board shall be called upon the written request of three members of the Board. A majority of the voting members of the Board shall constitute a quorum.

## **Article V – Meetings**

An annual meeting of the Chapter shall be scheduled prior to the annual meeting of the National School Public Relations Association. Business may be transacted by a majority vote of members present or voting by proxy at any meeting. Twenty percent of the Missouri Chapter's members shall constitute a quorum.

## **Article VI – Committees**

### **Section 1. Audit**

An Audit Committee of at least three members shall be appointed by the President to audit the Treasurer's books at the close of the fiscal year (August 31), reporting to the membership in the next issue of the Chapter newsletter and at the next annual meeting.

### **Section 2. Membership**

A Membership Committee of at least three members shall be appointed by the President. The Committee shall assist the Treasurer in maintaining an up-to-date membership roster and shall be responsible for the chapter membership directory. The committee also shall be responsible for conducting a membership drive at the beginning of the school year, for contacting new members, and for promoting Chapter membership on a continuing basis, and shall report to the Chapter at its annual meeting.

### **Section 3. Publications Contest**

A Publications Contest Committee of at least three members shall be appointed by the President. The Committee shall be responsible for conducting an annual Chapter publications contest as a fund-raising and professional development activity, and shall report to the Chapter at its annual meeting.

### **Section 4. Other**

Such other standing or special committees shall be appointed by the President as the Chapter or the Executive Board shall from time to time deem necessary to carry on the work of the Chapter. The President shall be, *ex officio*, a member of all committees except the Nominating Committee.

## **Article VII – Amendment of Bylaws**

These bylaws may be amended by a two-thirds vote of the Active members present or voting by proxy at any annual meeting of the Chapter, or by a two-thirds vote of Active members in a vote by mail ballot, provided the proposed amendment shall have been approved by the Executive Board and submitted to the membership at least thirty days prior to the annual meeting or the due date of the mail ballot. All amendments shall be submitted to the Executive Board of the National School Public Relations Association for approval before they become effective.

## **Article VIII - -Miscellaneous Provisions**

### **Section 1. Fiscal Year**

The fiscal year of the Chapter shall be from the first day of each year through the 31<sup>st</sup> day of August in the succeeding calendar year.

### **Section 2. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

## **Article IX – Tax Exempt Status**

### **Section 1. Prohibited Activities**

- A. No part of the net income of the Chapter shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.
- B. Except as provided in Section 501 (h) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue law, no substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of campaign statements) any political campaign on behalf of any candidate for public office.

- C. Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law.

## **Section 2. Dissolution**

- A. Upon dissolution of the Chapter, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the Chapter, dispose of all the assets of the Chapter exclusively for the purposes of the Chapter in such manner, or to such non-profit, tax-exempt organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the final Executive Board of the Chapter shall determine.
- B. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the Chapter is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Approved by NSPRA Executive Board July 2008