

*Penn State World Campus
Blue and White Society 2015*

ARTICLE I. Purpose

The purpose of the Penn State World Campus Blue & White Society shall be:

- A. To support the Penn State Alumni Association's mission to "connect alumni to the University and to each other, provide valued service to members, and to support the University's mission of teaching, research, and service."
- B. To provide support to The Pennsylvania State University and all its past, present, and future students and friends.
- C. To preserve and uphold our online learning communities' integrity with Penn State pride and leadership.
- D. To enhance the student's Penn State experience by building relationships with alumni, staff, and each other.
- E. To promote enduring life-long relationships between students, World Campus, and the University.
- F. To serve as student ambassadors for World Campus and to act as a resource for current and prospective World Campus students.

ARTICLE II. Membership

Section I. There shall be two main classes of membership:

- A. Active members: Currently enrolled students in a degree or certificate program offered through Penn State World Campus who have paid Blue & White Society membership dues. Only active members have the privilege to vote.
- B. Associate members: Students in a degree or certificate program offered through Penn State World Campus who stop out of courses for no more than two semesters will be considered associate members. Associate members will have the same rights and privileges as active members. This status will be conferred by agreement of the World Campus Blue & White Society Adviser and a consensus vote of the officers. Students who are inactive in their courses for more than three consecutive semesters will forfeit their Society membership.

Section II. Membership criteria

- A. Any student who is in registered status in a degree or certificate program offered through Penn State World Campus 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. Voluntary termination: Any active member may resign by submitting a letter of resignation to the Executive Board.
- C. Involuntary termination: An active member may be removed only in the

manner specified herein:

1. Academics: The World Campus Blue & White Society Adviser, after consultation with the active membership and the Executive Board, may establish grounds for removal based upon unsatisfactory academic performance. These grounds must be approved by a two-thirds vote of the Executive Board.
2. Conduct: The World Campus Blue & White Society Adviser may, upon recommendation of the Executive Board, charge a member with "conduct unbecoming of a Blue & White Society member."
3. Program Inactivity: Members who are inactive in their courses for more than two consecutive semesters will forfeit their Society membership.

Section III. Membership rights

- A. Only active members may vote, preside, officiate, or solicit funding on the organization's behalf.
- B. Only active members may be appointed to office.

Article III. Executive Board and Appointed Positions

Section I: Purpose

In addition to providing executive governance for the World Campus Blue & White Society, the Executive Board will also serve as a student advisory board and (upon request) provide input to World Campus administrators about specific issues and initiatives. The Executive Board will set an agenda of goals each year, and methods for tracking those goals, to be approved by the World Campus Blue & White Society Adviser in conjunction with the Executive Director of the World Campus.

Section II. Executive Positions

The officers of the Executive Board shall consist of a President, Vice-President, Secretary, Director of Membership, and Director of Communications. Executive Board officers will be required to complete an online Orientation to the World Campus Blue & White Society program, outlining society mission, board expectations, etc.

Section III. Student Representation

To the best of the World Campus Blue & White Society's ability, the Executive Board shall comprise students representing the diverse demographics of World Campus. This shall include but not be limited to: learners of diverse ages living in all 50 states and on all 7 continents; learners with active military/veteran status; and (if self-identified) learners of diverse physical abilities, gender identities, religious/spiritual beliefs, races/ethnicities, and sexual orientation. Executive Board members will also be expected to be proficient in and comfortable with the use of technology to facilitate meetings, discussions, and general functions of the society.

Section IV. Duties

A. President

1. The President shall act as the representative of the World Campus Blue & White Society by serving as a liaison between the student membership and the World Campus staff.
2. The President shall preside over all meetings of the Active membership and Executive Board and call such special meeting, as he or she deems necessary, and have other duties, as this document shall vest in him or her.
3. The President shall be familiar with this constitution and any Strategic Plans of the World Campus Blue & White Society.
4. The President shall be responsible for supervising the activities of the Executive Board: Vice President, Secretary, Director of Membership, and Director of Communications.
5. The President shall plan, manage, and set agenda items for general meetings.
6. The President shall advise members of the executive board and shall be available to them at specified times to provide requested or other information, to refer them to the proper sources.
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 provide unity and morale to the entire group and assist them in achieving their goals.
9. The President shall consult with the World Campus Blue & White Society Adviser with regard to decisions related to funds held in the Blue & White Society account.
10. The President shall meet with the World Campus Administration Team once a year, either in person, by telephone, or through Web conferencing technologies.

B. Vice President

1. The Vice President shall aid the president in fulfilling his/her duties.
2. In the absence of the President, or if the President is unable to perform his/her duties, the Vice President shall assume the duties of the President.
3. The Vice President shall foster communication within the Executive Board, and help provide unity and morale to the Executive Board.
4. The Vice President shall give aid or act in a leadership role, as needed, in any ad hoc committees or organizations that the World Campus chapter sponsors or is connected to.
5. The Vice President shall assist in the preparation of the agenda for all meetings.
6. The Vice President shall carry out other duties as the President may direct.

C. Secretary

1. The Secretary shall be responsible for the development, maintenance, and distribution of electronic minutes to all Executive Board and active membership.
2. The Secretary shall be responsible for electronic distribution of the agenda and the minutes (of the previous meeting) prior to or during General Meetings.
3. In the absence of the Director of Membership, The Secretary shall be responsible for maintenance and attendance records for the Active membership.
4. The Secretary shall be the chair of the Constitutional Review Committee if such a committee is deemed necessary by the Executive Board.
5. The Secretary shall serve as the Parliamentarian and the chief interpreter of the Constitution.
6. The Secretary shall maintain all organizational files, end of the year reports, as well as records of the organization's history.

D. Director of Membership

1. The Director of Membership is responsible for the engagement and retention of the present membership.
2. The Director of Membership shall be responsible for the maintenance and attendance records for the Active Membership.
3. The Director of Membership shall be responsible for creating and implementing member benefits in conjunction with the Penn State Alumni Association.
4. The Director of Membership shall be responsible for membership materials and other applicable publications.
5. The Director of Membership shall be responsible for notifying members of upcoming meetings through the use of the LISTSERV (L-WCBWS).
6. Responsibilities also include: submitting budgets, delegating authority, and scheduling and presiding over meetings of an ad hoc membership committee.
7. The Director of Membership will co-chair the Activities Committee with the Director of Communications.

E. Director of Communications

1. The Director of Communications will work with the World Campus Communications Department to create, coordinate and deliver internal and external communications regarding the World Campus Blue & White Society, including (but not limited to):
 - Press releases and media requests
 - Manage Social media sites and posts
 - Blog entries
 - Interviews
 - Board communications (i.e. emails to membership, surveys, etc.)

2. The Director of Communications will co-chair the Activities Committee with the Director of Membership. The Director of Communications will provide communications support for chapter events and activities.
3. The Director of Communications will develop operational policies and procedures related to board communications.
4. The Director of Communications will coordinate any signage, print materials, etc. for the chapter.
5. The Director of Communications will moderate the member area of the WCBWS Angel area with the approval of the executive board.
6. In the absence of the Director of Membership, the Director of Communications will add new chapter members to the communications list.

F. Elections Officer

1. The Elections Officer will coordinate the process of electing Executive Board officers.
2. The Elections Officer will be elected by Executive Board members. The Board President will facilitate the election of the Elections Officer.

G. Activities Committee

1. The Activities Committee will be co-chaired by the Director of Communications and the Director of Membership.
2. The Activities Committee will be comprised of the co-chairs and any interested active WCBWS members.
3. The Activities Committee will generate ideas for virtual events, develop partnerships with local BWS chapters for on-site activities, recommend chapter sponsorship of Penn State-related activities, recommend guest speakers and organize any “Guest Speaker” events during General Membership meetings, and manage all communications for World Campus Blue & White Society events.

Section V. Executive Board Terms

The executive board term runs from July through June, coinciding with the beginning of the fiscal year.

Article IV. Eligibility of Office

- A. Candidates for any Executive Board position may only be considered if he or she can fulfill the obligations of the office for the entire upcoming academic year.
- B. Only active World Campus Blue & White Society members who are in registered status in the semester of their candidacy are eligible to serve as officers

Article V. Ex-Officio Executive Board Members

- A. The World Campus Blue & White Society Adviser shall be non-voting, ex-officio member of the Executive Board.

Article VI. Removal Process for Elected Officials

- A. In consultation with or by determination of the World Campus Blue & White Society Adviser and appropriate documentation, elected officials can be removed from office for neglect of duties.
- B. Action against any elected official shall be taken and initiated from within a general meeting.
- C. The elected official with such actions as 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.
- D. Process of removal:
 - 1. A member in good standing must make a motion for removal in consultation with the World Campus Blue & White Society Adviser during a general membership meeting.
 - a. At the time, reason for motion must be stated.
 - 2. The motion must be seconded by a voting general 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.

Articles VII. Vacancies of Elected Positions

- A. Any executive board vacancies shall be immediately brought to the attention of the World Campus Blue & White Society Adviser. After notification, filling of vacancies will follow the Chain of Command set forth below:
 - a. In the event that there is a vacancy in the President's position, the Vice President shall become President and elections will be held for Vice President.
 - b. In the event that there is a vacancy in the Vice President the Director of Membership shall fill the position. Elections will be held for the position of Director of Membership.
 - c. In the event there is a vacancy in any remaining Executive Board positions, the Executive Board may elect interim replacements for any vacant position(s). A Special Election will be held to fill the vacant position(s) and general voting will take place to elect corresponding candidates. The Special Election timeline and voting period will be determined by the Advisor(s) and the Executive Board.
 - d. The President may, at their discretion, delegate responsibilities of the vacant position to other Executive Board members, until the vacant position is filled.

Article VIII.

The Executive Board is empowered to act for the active membership in the intervals between active membership meetings.

Article IX.

Any decision of the Executive Board may be repealed by a two-thirds vote of the active membership.

Article X.

The Executive Board, in consultation with the World Campus Blue & White Society Adviser, shall have the power to create, disband, and determine structure of all standing committees.

Article XI.

Executive Board members, may, with the approval of the World Campus Blue & White Society Adviser and President, create ad hoc committees to function under their supervision for the purpose of working on a task that is within their responsibility.

Article XII. Meetings

World Campus Blue & White Society meetings can take place via ANGEL Chat, Second Life, Elluminate, or other technologies as determined by the Executive Board.

Section I.

Regular meetings shall be held a minimum of once per month throughout the semester.

Section II.

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

Section III.

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

Section IV.

Members shall be notified about regular meetings by the Director of Membership at regular meetings or by e-mail.

Article XIII. Voting

Section I.

A majority is defined as 50% of the attending membership + 1.

Section II.

A quorum is defined as a number of general members present that equals the number of Executive Board members present.

Article XIV. General Business

A minimum of a quorum plus one of general members is required at meetings to conduct general business.

Article XV. Adviser

Section I. Adviser

The World Campus Blue & White Society shall have a staff adviser designated by the World Campus Executive Director and approved by the Penn State Alumni Association. The adviser designation will be reviewed annually by the World Campus Executive Director.

Article XVI. Elections

Section I.

- A. Elections shall be held late in the spring semester of each academic year.
- B. All elections shall be conducted by secret ballot which shall be counted by the Elections Officer, with the advisor or his/her representative present. The chapter's assigned Advisers shall preside over all election procedures in the event that an Elections Officer is not appointed.
- C. Nominations
 1. Nominations shall be entertained for any Executive Board positions at the previous meeting before elections take place, as well as the pre-announced time before the beginning of elections.
 2. In order for a nomination to be official, the Nominee must fully complete all the requirements of the Election Nomination Procedure by the predetermined deadline set by the Elections Officer.
 3. Official notification upon completion of the requirements will come from the Elections Officer.
 4. The elections officer will be in charge of organizing and accepting the nominations at the general membership meeting.

Section II. Voting

The election procedures shall be as follows:

1. The Elections Officer (also referred to as chair) shall run elections.
2. All candidates for President will present a speech no more than five minutes per candidate in length. All speeches will be video submissions viewable by all members of the World Campus Blue & White Society.
3. Following the speeches, all candidates shall engage in a question and answer session with members of the World Campus Blue & White Society. All questions must be directed at all of the candidates, not one specific candidate. The chair will determine the duration of the question-and-answer session. The question and answer session will take place via Elluminate, Adobe Connect,

or another online meeting area to be determined by the World Campus Blue & White Society Adviser in consultation with the chair. At the end of the specified question-and-answer session, voting will take place.

4. The Secretary will distribute the URL for online voting. The Elections Officer will then count the results in conjunction with the adviser and inform the membership of the results.
5. The positions will be filled by a simple majority based on the results of the voting.

Section III.

The election timeline is as follows:

MARCH: Election announcement and mailings

APRIL: Campaigning

MAY (first week): Elections

Article XVII. Amendments

This constitution and its by-laws can be amended at any regular membership meeting provided that:

- A. The Constitutional Review Committee will be chaired by the Secretary and must consist of at least two other active members.
- B. A copy of the amendment will be available in writing at the regular general membership meeting prior to voting.
- C. There shall be one reading of the amendment prior to voting.
- D. A two-thirds majority of the members present at a general meeting is required to pass an amendment.
- E. Approved amendments will take place immediately.

Article XVIII. Parliamentary Authority

Roberts Rules of Order, Newly Revised, shall be the parliamentary authority in all cases not addressed by this constitution. The rules can be found here:

<http://www.robertsrules.org/>

Article XIX. Accessibility of This Constitution

Copies of this constitution will be available to anyone upon request

Article XX. Safety Considerations

The World Campus Blue & White Society is bound by the Penn State Code of Conduct which can be found here: <http://www.sa.psu.edu/ja/conduct.shtml>