



community service public relations council

## BYLAWS

### I. PURPOSE

The purpose of the Community Service Public Relations Council (CSPRC) is to facilitate and broaden knowledge of public relations and fundraising techniques in community service agencies.

Since 1971, CSPRC has supported nonprofit professionals by deepening its members' knowledge and expertise. CSPRC provides professional and organizational development opportunities for those working in nonprofit management, marketing communications, public relations and fundraising.

### II. MEMBERSHIP

Membership shall be open to all persons with an interest in nonprofit management, marketing communications, public relations and fundraising.

### III. BOARD OF DIRECTORS

A Board of Directors ("Board") consisting of no less than 10 and no more than 15 members shall govern the organization.

#### **Section A – Eligibility:**

The individual shall be a member in good standing of CSPRC for at least one year with a paid membership.

#### **Section B – Election:**

Elections shall be held annually in May by a ballot distributed to all members. Balloting shall close no later than May 31.

#### **Section C – Term of Office:**

Newly elected Board members shall assume duties at the first scheduled Board meeting after the June monthly meeting.

Board members are elected for no more than three consecutive 2-year terms. After serving three terms, a one-year sabbatical must be observed before the candidate is eligible for re-election.

Vacancies occurring in unexpired terms shall be filled by appointment of the Board. A vacancy shall be deemed to have occurred when a Board member is absent for two consecutive Board meetings without being excused or gives notice of resignation, in writing, to the Executive Committee. Members filling unexpired terms of less than 12 months shall be eligible for election to three succeeding 2-year terms. Members

filling unexpired terms of 12 months or more shall be eligible for election to two succeeding 2-year terms.

#### **IV. OFFICERS**

Officers of the Board shall consist of President, Vice President, Secretary, Treasurer and Immediate Past President.

##### **Section A – Election:**

The Board Development Committee shall present a slate of officers to the Board at the April Board meeting. Nominations from the floor may be entertained. Election of officers shall be held by a simple majority vote at the May Board meeting. Officers shall assume duties following the June monthly meeting.

##### **Section B – Duties:**

1. The **President** shall preside at all CSPRC general and Board meetings; shall be an ex-officio member of all committees; and shall perform other duties as outlined in the Board Manual.
2. The **Vice President** shall, in the absence of the President, perform the duties of that office; shall oversee coordination of the SPECTRUM Conference; and shall perform other duties as outlined in the Board Manual.
3. The **Secretary** shall maintain Board minutes and other records of the Board meetings, and shall perform other duties as outlined in the Board Manual.
4. The **Treasurer** shall oversee all aspects of the organization's financial management, and shall perform other duties as outlined in the Board Manual.
5. The **Immediate Past President** shall chair the Board Development Committee, and shall perform other duties as outlined in the Board Manual.

##### **Section C – Term of Office**

The term of office shall be for one year beginning in June and ending at the following June monthly meeting. In the event of a vacancy, the Board Development Committee will recommend candidates for the unexpired term to the Board for approval by a simple majority vote of the Board.

#### **V. COMMITTEES**

##### **Section A – Executive Committee**

The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer and Immediate Past President. The President of the Board shall serve as chair of the Executive Committee. During such periods as the Board shall not be in session, the Executive Committee shall have and may exercise all powers of the Board.

##### **Section B – Standing Committees**

The Board shall appoint a Chair and/or Co-Chair to each Standing Committee. Standing Committees shall recruit additional CSPRC members to serve as committee members. All Standing Committees will follow basic guidelines for committee activities as outlined in the Board Manual.

1. **Communications Committee:** This committee coordinates all channels of communication – including website, electronic newsletters, social and traditional media – to promote CSPRC programming, membership, events and subject matter expertise.
2. **Membership Committee:** This committee’s primary responsibility is to grow the membership of CSPRC through retention of existing members and recruitment of new members. Other responsibilities include orienting new members, coordinating an annual member survey, and producing the Membership Directory in collaboration with the Chapter Administrator.
3. **Program Committee:** This committee is responsible for planning monthly professional development programs that attract members and guests. Committee members identify and research monthly program topics, schedule speakers, arrange all necessary details in collaboration with the Chapter Administrator, and evaluate each program.
4. **SPECTRUM Conference Committee:** CSPRC’s annual daylong conference is uniquely designed to meet the needs of nonprofit organizations and nonprofit professionals. This committee is charged with planning all aspects of the conference, including identifying and securing speakers and presenters, soliciting and securing sponsors, and coordinating the venue and logistics.

#### **Section C – Board Development Committee**

The Board Development Committee shall be composed of the President, Vice President, Secretary, Treasurer, and Immediate Past President. The Immediate Past President of the Board shall serve as committee chair. This committee will help to develop programs, guidelines and policies to enhance the effectiveness of the Board’s activities in fulfilling its responsibilities to the general membership. This committee will also oversee Board education and self-assessment, and recommend qualified members for election to the Board and Board Officers.

#### **Section D – Special Committees**

The Board shall convene special committees when the need for such committees arises.

### **VI. MEETINGS**

#### **Section A – General Meetings:**

Meetings of the membership shall be held monthly. The Board shall determine content and location of the meetings.

#### **Section B – Board Meetings:**

The Board shall meet monthly, no less than nine times during the year. A quorum of 60% of the Board shall be necessary to conduct business. Minutes of Board meetings

shall be distributed to Board members no later than five (5) days prior to the next scheduled Board meeting.

**VII. AMENDMENTS**

The Board may recommend to the general membership changes and amendments to these Bylaws. Proposed amendments and Bylaws revisions shall be distributed to the general membership for review, discussion and approval. The Executive Committee shall review the Bylaws every two years.

**VIII. PARLIAMENTARY AUTHORITY**

All functions not specifically addressed in the foregoing Bylaws shall follow *Robert's Rules of Order* and shall be interpreted by a Parliamentarian who shall be appointed by the President from the general membership.

**IX. DISSOLUTION**

In the event of dissolution, the funds and assets of the organization, after payment of any obligations, shall be distributed to another organization that is qualified under Section 501(c)(3) which has purposes and objectives similar to this organization. No Board member may stand to gain in this manner.