



# PI SIGMA EPSILON NATIONAL ALUMNI ASSOCIATION

ANNUAL CONFERENCE WORKSHOP, SEMINAR, WHITE PAPER PRESENTATION

## CALL FOR NOMINATIONS Pi Sigma Epsilon National Alumni Association

### INSTRUCTIONS:

The PSE NAA is pleased to announce its call for nominations for the PSE NAA Board of Directors. Please read the following sections to review eligibility, officer titles and descriptions, committees, and the election process. After reading each section, complete the nomination form and e-mail the nomination to [kgreenauer@dowlohnes.com](mailto:kgreenauer@dowlohnes.com) by February 18<sup>th</sup>. For more information, call Kelly Greenauer at 703-615-9138 or the PSE National Headquarter office.

### OFFICERS AND ELIGIBILITY:

The officers of the organization shall be President, Executive Vice President / President-Elect, Vice President of Administration and Finance, Vice President of Membership, Vice President of Chapter Development, Vice President of Corporate Development, Vice President of Public Relations, and Immediate Past President.

Officers shall be elected by a secret ballot at the final meeting (also known as the Annual Meeting) of the regularly scheduled program calendar at the PSE National Convention.

Nominations for each office shall be made via electronic mail or in person at the Annual Meeting of the association using the official nomination form of the association.

Officers shall assume their official duties at the close of the Annual Meeting when the oath of office shall be administered. Each officer shall serve for a period of one year, unless otherwise stipulated.

All active alumni members or seniors graduating by August 31<sup>st</sup> of the calendar year are eligible to be nominated for, elected or appointed to office in the NAA. Active members are those that are dues paid for the calendar year or Life Members.

All elected officers of the association shall serve without compensation and shall serve as "ad-hoc" directors to the Vice President of Alumni on the National Council and shall be eligible to be nominated for or appointed to the National Council immediately proceeding one (1) annual term.

Eight regular meetings of the executive board shall be held during the calendar year, the time to be fixed by the board at its first meeting of the year. The majority of active members present of the executive board shall constitute a quorum. Special meetings of the executive board may be called by the President or by a majority of the board. All regular meetings of the executive board shall remain open to the general membership. Special executive board meetings or portions of regular executive board meetings may be closed to the general membership by the President.

## **OFFICER DUTIES:**

**The President** shall preside at all meetings of the organization and of the executive board; shall perform such other duties as may be prescribed in this constitution or are assigned to him by the organization or by the executive board; shall serve as liaison of all offices and shall provide a copy of the executive board meeting agendas notifying the time, date, and location of all executive board meetings; shall coordinate the work of the officers and committees in order that the objectives may be promoted. The President shall call a special or emergency meeting when necessary in order to address immediate concerns or needs. The President may also appoint any executive board vacancy; committee chairman, and shall call for an audit of the association's financial records at the close of the calendar year. The President shall also maintain a working relationship with PSE National Headquarters, National Council and shall report to the PSE National Council Vice President of Alumni. The President shall serve a second term as past president and shall chair the Administration Committee.

**The Executive Vice President / President Elect** shall perform the duties of the President in the absence or inability of that officer to serve and in absence of the Vice President of Administration and Finance, shall perform the duties normally performed by that person. The Executive Vice President shall coordinate the scheduling, programming, and promotion of the annual Summer Planning Meeting and the Annual Meeting to be held at the PSE National Sales and Marketing Convention. The Executive Vice President shall also be responsible for the publication of the Annual Strategic Plan and Annual Report. The Executive Vice President shall serve a second term as President and shall chair the Programming Committee and shall supervise the Director of Programs.

### **Director Of Programs**

The Director of Programs shall work in coordination with the Executive Vice President to plan and orchestrate any educational, professional, certification and / or social programs to be delivered to NAA members and shall work in coordination with the Executive Vice President to plan and orchestrate the NAA Summer Planning and the NAA Annual Meeting at the PSE National Sales and Marketing Convention.

**The Vice President of Administration and Finance** shall record minutes of all meetings of the organization and of the executive board and keep a record of attendance; and shall maintain the association membership records and database and shall prepare all officer election announcements / forms prior to the Annual Meeting of the association and shall officially announce all nominees for election or appointment to the executive board at the Annual Meeting of the Association. The Secretary shall also communicate with PSE National Headquarters to verify members of the association to be included in correspondence. The Vice President of Administration and Finance shall also receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with approved budget as authorized by the organization. The Vice President of Administration and Finance shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board; shall be responsible for preparing a yearly budget in accordance with the association's strategic plan; and shall prepare an audit of the Association's finances by comprising an audit committee of not less than (3) three members of the association. The audit committee shall meet at the Annual Meeting of the Association and prepare a written audit report to be included in the association Annual Report.

**The Vice President of Membership** shall be in charge of recruiting members and shall act as the chairperson of the Membership Development Committee to be at least (4) Regional Directors appointed by him responsible for organizing recruiting activities, contests, and events sponsored by the association.

**Regional Directors** shall be responsible for working in coordination with the Vice President of Membership and the Membership Development Committee to communicate activities of the association to all alumni associations; shall also be responsible for recruiting alumni members to the association, shall report the success of alumni mentors at executive board meetings; and shall be responsible for promoting and soliciting assistance for regional and national convention, including the solicitation of professional speakers, judges, and volunteers for the national convention and participation in alumni continuing education and professional programs. Regions of these directors will coincide with PSE regions.

**The Vice President of Chapter Development** shall be responsible for researching and developing in conjunction with PSE Headquarters education and training programs, including seminars, workshops, tutorials, self-directed electronic resources, Certified Chapter Officer program, etc. that improves operations of the chapter, its officers, and members. The Vice President of Chapter Development shall also be responsible for creating a Certified Chapter Advisor and Mentor Program to improve chapter function. The Vice President of Chapter Development shall chair the Research and Development Committee and shall directly supervise the Director of Research.

**Director of Research** shall be responsible for working in coordination with the Vice President of Chapter Development and the Research and Development Committee to research industry best practices and current PSE function and develop programs to satisfy the changing needs of training and development in the student organization industry to be applied to PSE National and Chapter function.

**The Vice President of Corporate Development** shall be responsible for soliciting funds from internal and external sources to provide for annual association activities, grants to PSE, the PSE National Education Foundation, PSE Chapters, and scholarships for active PSE Chapter members recognized in good standing with the PSE National Headquarters. The Vice President of Corporate Development shall organize and disseminate official grant applications and shall propose approved grants at regularly scheduled meetings of the executive board. The Vice President of Development shall appoint a grant review committee of at least (3) members appointed by him responsible for analyzing grant request and scholarship applications to be proposed to the executive board for final approval. The grant review committee shall determine the award sum of each grant or scholarship application. All discretions, resubmissions approval or denials shall be the sole responsibility of the Vice President of Corporate Development.

**The Vice President of Public Relations** shall maintain a working correspondence with the membership through planned association updates or newsletters; and shall maintain the organization of at large duties such as publicity, news media notification, bulletin board advertising, and the association website. The Vice President of Public Relations shall also be responsible for developing and maintaining relationships with other selected sales and marketing associations, chambers of commerce, and industry-related organizations.

**Immediate Past President** shall act as a consultant to the executive board immediately following the one-year term served as President.

## STANDING & SPECIAL COMMITTEES

Standing committees shall be created by the executive board as may be required to promote the objectives and interests of the organization. The appropriate officer in charge of that committee shall appoint the chairperson of the standing committee. The following standing committees shall be created each calendar year:

**Administration Committee** shall review NAA policies and procedures and recommend amendments to the NAA Executive Board at the Annual Meeting. The Administration Committee shall be chaired by the President or his appointee.

**Membership Committee** shall be comprised of at least five (5) Regional Directors and shall be responsible for recruitment of new members, for the creation of membership development functions, contests, etc. To be chaired by the Vice President of Membership.

**Programming Committee** shall be comprised of at least four (4) members in good standing and shall plan and orchestrate any educational, professional, certification and / or social programs to be delivered to NAA members and shall work in coordination with the Executive Vice President to plan and orchestrate the NAA Summer Planning and the NAA Annual Meeting at the PSE National Convention. To be chaired by the Executive Vice President.

**Research and Development Committee** shall be comprised of at least five (5) members in good standards and shall research industry best practices and current PSE function and develop programs to satisfy the changing needs of training and development in the student organization industry to be applied to PSE National and Chapter function. To be chaired by the Vice President of Chapter Development.

**Annual Audit Committee** shall be comprised of at least three (3) members in good standing and shall be responsible for auditing association finances. To be chaired by the Treasurer.

The chairperson of each standing committee shall present plans of work to the executive board. No chairperson and/or committee shall undertake any work without the approval of the executive board. Any vacancies occurring in the chairing of any standing committee shall be filled by presidential appointment.





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Briefly describe your qualifications and what you might plan to accomplish in this position.

Once completed, please e-mail this file to: [kgreenauer@dowlohnes.com](mailto:kgreenauer@dowlohnes.com)

Deadline: February 18th