

Bylaws of the Penn State Kinesiology Affiliate Program Group  
The Pennsylvania State University  
Adopted: May 2, 1998  
Amended: September 2004  
Revised: March 2012

**Article I  
Name**

The name of this organization shall be The Penn State Kinesiology Affiliate Program Group of The Pennsylvania State University, hereinafter referred to as Kinesiology APG. It is an Affiliate Program of the Penn State Alumni Association and the College of Health and Human Development Alumni Society.

**Article II  
Purpose**

The purpose of the Kinesiology APG is to unite alumni from the Kinesiology Department of the College of Health and Human Development by providing a means whereby alumni may join together in a network to achieve closer alliance among its alumni, faculty and students, while enhancing the stature and effectiveness of the Kinesiology program. More specifically, the objectives of this APG include:

- A. Program Support - To provide advice and support to the Department, College and University.
- B. Educational Support - Work to enhance the Program learning experiences and increase the opportunities for ongoing learning experiences for all who desire in sub disciplines of Kinesiology: Athletic Training, Movement Science, Teaching Preparation and the grade areas of impulse motor control.
- C. Networking - To provide business, alumni faculty, and students a formal system which provides a vehicle for networking.
- D. Communication - Provide a mechanism for enhanced communication between alumni, university administrators, faculty, and students.
- E. Mentor Program - Implement and maintain a formal program to provide students with counsel and coaching from alumni.
- F. Ideals & Ethics - To foster and encourage the highest ideals and ethics in the field of Kinesiology.
- G. Scholarships - To encourage the contribution of funds for academic scholarships and activities for students in the Kinesiology Program.
- H. Honor & Award - Recognizes individuals for outstanding achievements, such as outstanding undergraduate senior, graduate student, or alumnus.

## **Article III Membership**

Membership shall be governed by the following criteria:

### **Section 1. Active Membership**

\*\*Active Membership in the Kinesiology APG shall not be representative of any type of certification.

All persons who have graduated from the Department of Kinesiology (or its University predecessors, or related programs) shall automatically be admitted as "Alumni Members" with full membership privileges.

### **Section 2. Associate Membership**

Faculty members (past and present), currently registered students in the Kinesiology Program, parents of Kinesiology students or alumni, and friends of the Kinesiology Program shall be eligible for admission as an "Associate Member" in the APG. Associate Members may neither hold office, nor have a voice in the management of the affairs of the Kinesiology APG, except in matters pertaining to social events.

### **Section 3. Honorary Membership**

Honorary Members shall be chosen from outstanding men and women within the field of Kinesiology or an allied field or individuals who have made a significant contribution to the Kinesiology APG.

The number of Honorary Members and their individual terms of service will be based on individual recommendations and a majority approval of a quorum of the Board of Directors, hereinafter referred to as the "Board." These individuals may be recommended by any Kinesiology APG member and must be approved by a majority of a quorum of the Board.

### **Section 4. Membership Eligibility**

The Board of Directors shall decide in all cases membership eligibility.

## **ARTICLE IV FINANCES**

### **SECTION 1. FISCAL YEAR**

The fiscal year of the Kinesiology APG shall be the period from July 1 through June 30.

## **SECTION 2. EXPENSES**

The operating and other expenses of the Kinesiology APG will be met with the funds collected, solicited and maintained by the APG.

## **SECTION 3. ACCOUNTING**

The funds of the Kinesiology APG shall be held with an accounting system to be used by the APG and administered by the Treasurer of the APG with final approval of the President of the APG. The Treasurer shall render a statement of receipts and expenditures at each meeting and an annual report at the end of the fiscal year.

# **ARTICLE V BOARD OF DIRECTORS**

## **SECTION 1. BOARD OF DIRECTORS**

The Board shall be the governing body of the Kinesiology APG. It shall be the duty of the Board to carry out the purpose, policies and will of the Kinesiology APG, including the appointment of any representatives of and for the society of any outside boards, councils, or committees to which the society may have invitation and occasion to have representation.

## **SECTION 2. MEMBERSHIP**

The Board shall consist of a total of twelve (12) members (8 voting and 4 non-voting).

### **Section 2.1 Elected Members - 7 People**

The Board shall consist of seven (7) Elected Members. The members shall consist of: (1) President, (2) President-Elect, (3) Secretary, (4) Treasurer, (5, 6 & 7) three At-Large Members.

### **Section 2.2 Immediate Past-President -1 Person**

The most recently retired Past President of the Kinesiology APG shall serve as a voting member for two (2) years.

### **Section 2.3 Ex-Officio Members - 4 people**

One (1) will be the Head of the Kinesiology Department (or their appointee), the Alumni Coordinator for Health and Human Development, One (1) currently enrolled graduate student appointed by the Head of the Kinesiology Department to represent Kinesiology graduate students, and One (1) currently enrolled undergraduate student majoring in Kinesiology appointed by the Department Head shall serve as Ex-Officio Members of the Board.

### **SECTION 3. VOTING RIGHTS**

Elected Members and the Immediate Past-President shall serve with a vote. Ex-Officio Members shall serve without a vote.

### **SECTION 4. ABSENCES**

Two (2) consecutive unexplained absences from Board meetings may be deemed a resignation. Any Director missing two (2) successive Board meetings shall, at the discretion of a quorum of the Board, be relieved of their Board responsibility.

### **SECTION 5. VACANCIES OF UNEXPIRED TERMS**

The Board shall be empowered to fill any unexpired terms of Board Members of the Kinesiology APG.

## **ARTICLE VI ELECTION OF DIRECTORS**

### **SECTION 1. TERM OF OFFICE**

The seven (7) Elected Members of the Board shall be elected for terms of two (2) years. Election shall be once a year. Ex-Officio Members can serve indefinitely.

#### **Section 1.1 Consecutive Terms**

Elected Members may serve two (2) consecutive terms. After serving the second consecutive term, Elected Members may not serve again in the same capacity for at least one (1) year. Ex-Officio Members may serve unlimited consecutive terms, as long as they continue to be eligible to serve, and within the guidelines indicated.

### **SECTION 2. NOMINATION PROCEDURE**

The Board Members at large shall be nominated by a nominating committee appointed by the president. Additional nominations will be accepted by any Alumni Member via written recommendation to the nominating committee. The nominating committee shall ascertain from each candidate their willingness to serve after the candidate reviews and attests to the guidelines for Board Members. Candidates who are willing to serve and execute the Board's charter will be submitted to the President no later than one month prior to the election.

### **SECTION 3. PREPARING THE BALLOT**

The President will call for the slate and place those candidates who fulfill the criteria before the Board for a vote.

## **SECTION 4. ELECTION**

The Board may vote to ratify the slate as presented. However, if there are more nominees than vacancies, an election shall be conducted from among the voting members of the Board. Those candidates receiving the most votes for each position shall be deemed elected.

## **ARTICLE VII OFFICERS**

### **SECTION 1. OFFICERS**

Officers shall serve for two (2) years and be elected from among, and by, the Elected Members of the Board. Elected Officers of the APG shall be President, President-Elect, Secretary, and Treasurer.

### **SECTION 2. ELECTION OF OFFICERS**

The Board shall elect their officers at a meeting of the APG.

### **SECTION 3. TERMS OF OFFICE**

No Elected Officer may hold office for more than two (2) successive terms. Officers elected while serving their last year on the Board will have their term extended to coincide with the term of office. Persons so extended shall be additional members of the Board until their term as an officer expires. Offices of the President and President-Elect are consecutive positions such that each President will serve on the Board for six years, first as President-Elect, then as President, and finally as Immediate Past-President.

### **SECTION 4. OFFICE VACANCIES**

A vacancy occurring in the Presidency shall be filled by the President-Elect. Should a vacancy occurring in the office of President-Elect, or the vacancy of the President should occur when there is no President-Elect, the President and President-Elect positions shall be filled by a vote of the Board. Should any other office be vacant, the Board shall hold a special election to fill the office for the remaining time of the term of the office.

## **ARTICLE VIII DUTIES OF OFFICERS**

### **SECTION 1. IMMEDIATE PAST-PRESIDENT**

The Immediate Past-President is filled by the most recently retired President for the two (2) year period following the installation of the new President. The responsibility of this position include providing assistance as needed for all APG Officers, assisting the

President in the transitional period and in setting APG guidelines, policy and direction, and serving as Chairman of the Nominating Committee.

## **SECTION 2. PRESIDENT**

The President shall preside at all meetings and social activities of the APG and report all activities to the Board. The President shall perform duties commonly incidental to such office including authorization of all expenditures, appointment of all committees, and serving as an Ex-Officio member of all committees. The President shall serve as representative to the Alumni Board of the College.

## **SECTION 3. PRESIDENT-ELECT**

The President-Elect shall perform such duties as may be designated by the President and the Board. In the absence of the President, the President-Elect shall preside at meetings. If the Treasurer is incapable of conducting the financial transactions of the APG, the President-Elect shall be authorized to disburse said funds in accordance with stated procedure.

## **SECTION 4. SECRETARY**

The minutes of the APG and Board meetings shall be kept by the Secretary. The Secretary shall send the minutes, immediately after the meeting, to the President for review and distribution to the members of the Board. The Secretary will also be responsible for coordinating all general correspondence and for providing information to APG and Department newsletters and other publications.

## **SECTION 5. TREASURER**

The Treasurer will be responsible for APG expenditures and receipts, and maintenance of financial transactions related to the APG. The Treasurer will be responsible to manage the receipt of all donations and other income and deposit all money collected in a University account or in an authorized financial institution in the name of the APG, to be designated by the Board; disburse the APG's funds in accordance with normal accounting procedures duly authorized by the President; prepare and submit financial statements on a quarterly basis to the President for review, and on an annual basis, prepare and submit a budget and year-end financial statements to the Board for review and approval.

# **ARTICLE IX COMMITTEES**

## **SECTION 1. STANDING COMMITTEES**

There shall be three (3) Standing Committees which are listed below.

### Section 1.1 Executive Committee

The members of the Committee shall be empowered to create the agenda for Board Meetings, have emergency decision making power, and carry on the business of the Board whenever necessary between Regular or Special meetings of the Board; however, all decisions of the Executive Committee regarding unbudgeted expenditures of funds in excess of \$750 must have prior approval by a majority vote of the Board.

### Section 1.2 Nominating Committee

The Nominating Committee, whose members are appointed by the President and is chaired by the Immediate Past-President, shall consist of three (3) appointed Alumni Members.

### Section 1.3 Membership Committee

The Membership Committee is directed by the Membership Chair and reports to the Board through the President-Elect. The purpose of the Membership Committee is to determine what services should be offered to members. Any member of the APG may serve on this committee.

## **SECTION 2. SPECIAL COMMITTEES**

The President of the Board shall create such special committees from time to time as may be necessary for the proper functioning of the APG. Any member of the APG may serve as a member of the Special Committee when appointed by the President.

## **ARTICLE X MEETINGS**

### **SECTION 1. REGULAR MEETINGS**

The Board shall meet regularly via conference call and/or in person

### **SECTION 2. GENERAL MEMBERSHIP**

There shall be at least one General Membership Meeting held each year. The President may convene additional meetings as required or as appropriate.

### **SECTION 3. SPECIAL MEETINGS**

Special Meetings may be held at such time and place as determined by the Board. Written notice must be made to the voting members of the Board, at least four (4) weeks in advance of the date of the meetings.

### **SECTION 4. QUORUM**

Over one-half of the voting members of the Board shall constitute a Quorum.

## **SECTION 5. PROXY VOTING**

There shall be no proxy voting.

## **ARTICLE XI AMENDMENTS AND BYLAWS**

### **SECTION 1. PROPOSAL OF AMENDMENTS**

Amendments to these Bylaws may originate with the Board or by written petition of twenty-five (25) or more Alumni Members of the APG and must be submitted in writing to the President at least one (1) month prior to the meeting in which the board will vote upon the amendments(s).

### **SECTION 2. NOTICE OF INTENT TO AMEND**

The Bylaws may be amended at any meeting of the Board, provided that special notice has been provided to the members of the Board at least two (2) weeks in advance of the meeting.

### **SECTION 3. VOTE REQUIRED FOR AMENDMENTS**

Amendments to the Bylaws shall be passed by a favorable vote by at least two-thirds of the Board members present.

### **SECTION 4. NO CONFLICT**

These Bylaws or their amendments must not be in conflict with the Bylaws of the Alumni Society of the College, or the rules and regulations for constituent societies as established by the Executive Board of the Penn State Alumni Council.

Ratified 1998  
Revised 2004  
Revised 2012