

Public Relations Committee
Bylaws

Article I. The Purpose of the Public Relations Committee

- A. The purpose of the Public Relations Committee is to act as a liaison between Student Government Board and the students on campus. The goals we have set are to make the students more aware of what is going on in Student Government, as well as to promote knowledge of the functions of Student Government as they relate to the student body.
- B. The committee shall exist as an ad hoc committee of the Student Government Board of the University of Pittsburgh.

Article II. Duties and Responsibilities

- A. To act as the liaison between the Student Government Board and the undergraduate student body.
- B. To be responsible for the updating of the Student Government Bulletin Board(s).
- C. To be responsible, in conjunction with the Community Relations Committee, for the publishing of a Student Government newsletter, reporting the events of the University of Pittsburgh student organizations, and other topics the committee deems relevant for the student community.
- D. To be responsible for ascertaining student opinion on issues through polling, questionnaires, and by any other means the committee deems effective.

Article III. Membership

- A. Any non-CGS undergraduate student of the University of Pittsburgh may attend a committee meeting and participate in discussion.
- B. A member shall become a voting member after attending two consecutive committee meetings.

Article IV. Responsibilities of Officers

- A. Chairperson
 - 1. Shall be selected in accordance with the Student Government Bylaws.
 - A. The position of chairperson can be split into two acting co-chairs if deemed appropriate by the current SGB. Both positions will be selected and act in accordance with the outlined responsibilities of the chairperson.
 - 2. Shall serve as the official spokesperson for the committee.
 - 3. Shall attend all public Student Government Board meetings and present a report.
 - A. If the committee is governed by a co-chairpersons, then at least one of these individuals must attend and present a report.
 - 4. Shall keep five office hours per week.
 - 5. Shall appoint the other officers of the committee, subject to future approval by the members of the committee.
 - 6. Can create temporary officer positions with the approval of the Board Liaison.
 - 7. Reserves the right to set up ad hoc committees under the committee.
 - 8. Shall coordinate the activities of the committee.
 - 9. Shall set meeting times in a designated place.
 - 10. Shall create and follow agendas for committee meetings.
 - 11. Shall supply the SGB President, Board Liaison, and staff specialist with copies of meeting minutes and any other relevant paperwork and change in meeting times.
 - 12. Shall report to the Liaison assigned to the Public Relations Committee.

B. Business Manager

1. Shall submit all budgets and financial requests from the committee.
2. Shall work with the chairperson(s) and the business manager of Student Government Board to formulate an operating budget.

C. Secretary

1. Shall serve as chairperson in the absence of the chairperson(s).
2. Shall record minutes from all committee meetings.
3. Shall work with the chairperson(s) to record meeting attendance.
4. Shall submit all secretarial work to the full-time secretary for the Student Government Board.

E. Publicity Manager

1. Shall preside over the design and distribution of flyers, posters, and other promotion materials.

E. External Media Resources Coordinator

1. Shall serve as the contact person for various media sources in the Pittsburgh Community.
2. Shall notify these sources of events, programs, and decisions of the Student Government Board that the committee deems relevant to the Pittsburgh Community.

F. Internal Media Resources Coordinator

1. Shall serve as the contact person for various media sources in the University of Pittsburgh Community.
2. Shall notify these sources of events, programs, and decisions of the Student Government Board that the committee deems relevant to the University of Pittsburgh Community.
3. Shall coordinate advertising in the *PittNews*, on WPTS, and on PittTV.

G. Reaching-Out Coordinator

1. Shall be responsible for ascertaining student opinion through surveys, questionnaires, and any other means the committee deems effective.

Article V. Removal Process

A. The chairperson(s) reserves the right to remove any committee member who is acting inappropriately, as he/she sees fit. Additionally, any committee member may motion to remove another committee member but this action must be approved by a 2/3 vote of the committee.

B. A removed committee member may appeal his or her removal by appealing to the Judicial Chairperson in writing within one week of being removed.

Article VI. Meetings

A. A meeting in which voting takes place must have 2/3 majority of committee members in attendance.

B. Meetings shall be conducted in a professional manner. All committee members are asked to respect one another and to discuss matters in a orderly manner.

Article VII. Parliamentary Authority

- A. The Chairperson(s) shall have the power of conducting the business of the committee as defined in the most recently revised version of Robert's Rules of Order. In cases where the newly revised version of Robert's Rules of Order are inconsistent with the bylaws or constitution of the Student Government Board, the bylaws or constitution shall take precedence over Robert's Rules of Order.

Article VIII. Ratification and Amendments

- A. Any modifications to these bylaws must be made by the Public Relations Committee and approved by a 2/3-committee vote.
- B. The modifications shall then be submitted to the Judicial Committee Executive Council for review and subsequent approval by a 2/3-committee vote.
- C. These bylaws shall be effective upon subsequent approval of a 2/3 vote by the Student Government Board.
- D. The Student Government Board Constitution and Bylaws set all absolute precedents.