

Alpha Epsilon Kappa Chapter

Lambda Pi Eta

I. Organization of the club

- I. The official name of the club is the Alpha Epsilon Kappa Chapter of Lambda Pi Eta.
- II. The purpose of the club is to provide students with an opportunity to enhance their knowledge, understanding, and skills in communication and journalism.
- III. Membership is open to students who are communication majors or minors.
 - A. National membership is open to individuals with 60 credit hours, 3.0 GPA and 12 credit hours in communication classes with a 3.25 GPA.
 - B. Pledge membership is open to individuals who have not yet completed 60 credit hours nor earned a 3.0 GPA, but who desire to reach that goal.
- IV. Officers of the club will be as follows:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Social Media Manager
 - E. Treasurer
- V. The term of each officer will last for one full year (Fall and Spring semesters).
- VI. Fees and/or dues
 - A. A \$5.00 due will be required of each member for each semester of membership
 - B. The one-time national dues for membership are \$30
- VII. Meetings will be held on the third Wednesday of the month.
 - A. An accurate account of the minutes of the meeting shall be kept for later reference.
 - B. All new and old business will be presented to the members at each meeting, and a vote will be taken if needed.
- VIII. The club's advisor shall be Dr. Lora Cohn of the Communication, Journalism, and Public Relations Department.

II. Duties of the Officers

All members shall be knowledgeable of the constitution and the goals of LPE. All members are encouraged to attend one meeting per semester and one event per semester.*

- I. Park University Duties
 - A. President (faculty liaison)
 1. Shall actively promote the purposes of Lambda Pi Eta in the university community
 2. Shall schedule all meetings, administer all meetings, and prepare agenda.
 3. Be a liaison between LPE and faculty. This includes attending faculty meetings.
 4. Represent LPE where a representative of LPE is required or requested, or assign a representative.

5. Submit a club for approval from Student Life each semester and attend the Student Org Retreat.
- B. Vice President (student liaison)
1. Shall be responsible for special programs and projects, and serve in the absence of the President (*see President*)
 2. Shall attend all meetings, engage in student-to-student outreach*, recruit potential members as designated by advisor, and propose at least two projects/special programs/events per semester
 - a) *outreach includes but is not limited to social media, texting, virtual sessions, and in-person meetings
 3. The Vice President shall collect all nominations for officers prior to elections.
- C. Secretary
1. Facilitate Crew™ page
 - a) The Secretary shall keep the minutes and a record of the attendance at each meeting and make them available to the members
 2. Facilitate LPE Slack channel
 3. Get LPE posters approved and distributed
 4. The Secretary shall maintain a record of and contact with all alumni who were members of the club and notify them of any upcoming events.
 5. The Secretary shall check club email periodically.
 6. Maintain communication with Student Life office
 7. Maintain communication with National LPE office
- D. Social Media Manager
1. Brand development
 - a) Edit or sustain marketing materials and design elements
 - b) Maintain brand consistency across platforms
 2. Preliminary content calendar
 - a) Create and execute content publishing calendar
 3. Instagram/Facebook duties
 - a) Monitor and respond to direct messages and engagements
 - b) Publish full content to both pages. Includes
 - (1) Posts
 - (2) Stories
 - (3) Reels
 4. Future opportunities
 - a) Anticipate a change in popular social media platforms and adapting to social media changes
- E. Treasurer
1. Request funds via https://form.jotform.com/PSGA/funding_requests
 2. Request dues
 3. The Treasurer shall develop a list of potential fundraising activities for the organization to consider and vote on.

4. Keep accurate records of finances
5. The Treasurer shall develop and submit a report of the budget each semester for the members.
6. The Treasurer shall plan and oversee all fundraising activities.

III. Elections

- A. The President and Vice President shall be elected by the end of the spring semester. The treasurer and secretary shall be elected by the September meeting.
- B. All nominations will be submitted to the Vice President of the club during a club meeting.
- C. Voting shall be done during a club meeting by secret ballot.
- D. A simple majority is required to win office.

IV. Club Activities

The Club will participate annually in at least four of the activities below:

- B. Fund Raising Activities
- C. Invite speakers to come for the club, and/or campus educational, motivational, of career-oriented purposes
- D. Work with other campus clubs to participate in campus or community activities
- E. Activities Fair
- F. Fright Night
- G. Internship/Job Fair

V. Attendance Rules For Officers

- A. Four consecutive absences will result in removal of the officer from the official position.
- B. The officers shall inform an executive board member or the club advisor if unable to attend meeting.

VI. Attendance Rules for Active Members

- A. Active Members shall attend at least 50% of meetings per semester to remain an active member.
- B. Active Members shall participate in at least two club activities per semester.

VII. Other Important Information

- A. The club reserves the right to make amendments or additions to this constitution by a majority vote of active members.

B. A copy of this constitution will be made available to the public.

C. Any person who is in need of information about the club or upcoming club events may call the club's advisor, Dr. Lora Cohn, at 584-6311 or at the club's email address.

H. The club's advisor shall be Dr. Lora Cohn of the Communication, Journalism, and Public Relations Department.