

The Pagan Students Association

at the university of Illinois at Urbana-Champaign

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Pagan Students Association (PSA) Bylaws

Article I: Pagan Students Association at the University of Illinois at Urbana-Champaign

Section 1. The name of this organization shall be the Pagan Students Association at the University of Illinois at Urbana-Champaign, herein after known as PSA.

Article II: Purpose

Section 1. The purpose of this organization shall be to support Pagan/Neo-Pagan UIUC students. PSA will support the aforementioned constituents by:

- (a) Providing a safe and open space for the discussion of Pagan beliefs and practices;
- (b) Offering educational programs to raise understanding and awareness of Pagan beliefs and practices across campus;
- (c) Building community through organized social events; and
- (d) Aiding spiritual growth and development by coordinating rituals and rites throughout the academic year.

Article III: Field of Membership

Section 1: PSA is open to all interested UIUC students. Voting membership is limited to currently registered UIUC students at the time the vote is held. A student shall not be considered a full voting member of PSA during any given semester until the following criteria are met:

- (a) Attend at least one general assembly meetings per semester, including the meeting during which the relevant voting session takes place.
- (b) Attend at least two non-general assembly meetings/events per semester.

Section 2: Only voting members may attend PSA rituals, with the exception of the public ritual which takes place each semester.

Section 3: In the event that a voting member would like to bring a guest, the voting member is responsible for that guest's behavior. Each voting member is limited to two guests per ritual per semester. Voting members wishing to invite a guest to any PSA ritual, with the exception of the public ritual, must notify the general assembly at the general assembly meeting that immediately precedes the ritual in which the guest would like to participate. There are no exceptions. Guests not properly announced are not permitted to attend PSA rituals.

Article IV: Officers

Section 1: PSA officers shall include President, Treasurer, Secretary, Marketing Coordinator, Spiritual Events Coordinator, Educational Events Coordinator, and Social Events Coordinator.

Section 2: Officers must be currently registered UIUC students.

Section 3: All officers will serve for one academic year, except in case of impeachment or resignation.

Section 4: In addition to the duties of officers outlined below, each officer must be prepared to take on a role within PSA organized rituals, if called to do so by the President or Spiritual Events Coordinator.

President

- (a) For both the board meetings and general assembly meetings, set meeting agenda and preside over meetings, insuring that meetings are orderly and safe
- (b) Serve as primary coordinator, settling disputes, and making final decisions where necessary
- (c) Serve as a liaison to both the public and campus
- (d) Keep PSA informed of pagan events and public rituals taking place off-campus
- (e) Manage the PSA electronic mailing list
- (f) Be prepared to take over any other position should the need arise

Treasurer

- (a) Attend Treasurer Workshop (an annual mandatory training)
- (b) Complete all necessary paperwork to secure University, SORF, and/or external funds
- (c) Assist the relevant coordinator with the creation of event budgets
- (d) Track expenditures in an Excel Spreadsheet
- (e) Report on financial state of PSA at least once per semester
- (f) Be prepared to assume the President's duties should the need arise

Secretary

- (a) Record the minutes of all general assembly and board meetings
- (b) Record meeting and event attendance

- (c) Maintain an up-to-date list of PSA members
- (d) Maintain a complete and concise record of PSA events, meetings, and other relevant happenings
- (e) Maintain photographic record of events and meetings, where appropriate

Marketing Coordinator

- (a) Produce all flyers and posters
- (b) Create and maintain the PSA Website
- (c) Design and distribute the annual educational brochure

Spiritual Events Coordinator

- (a) Plan four Sabbat rituals – Mabon and Samhain during Fall semester, and Imbolc and Ostara for Spring semester - for PSA members
- (b) Plan at least one public ritual per semester for the UIUC community

Educational Events Coordinator

- (a) Plan at least two educational events per semester for the UIUC community
- (b) Produce content for the annual educational brochure

Social Events Coordinator

- (a) Plan at least three social events per semester for PSA members

Article V: Elections

Section 1: Election of officers for the following academic year shall take place during the second general assembly meeting of Spring semester.

Section 2: All voting members as described in Article III, Section 2 are eligible to vote in the officer elections. All officers shall be elected by a majority vote of the voting members present.

Section 3: In order to vote, members must be present. No exceptions.

Section 4: In the case of a tie, candidates will have the option of accepting the office together. The decision must be unanimous among the candidates in question. If co-officer status is found to be undesirable, candidates may give an additional one minute speech detailing their qualifications at which point a re-vote will be taken. If the tie stands, the current PSA officers will vote anonymously to break the tie.

Article VI: Handling of Funds

Section 1: The PSA treasury shall be kept and recorded by the Treasurer.

Section 2: Funds for the Treasury shall come from approved university, SORF, and external sources in compliance with university policies and federal law.

Section 3: Funds from the Treasury shall be used for any purpose which receives a regular executive vote, does not violate any portion of these bylaws, and meets with the approval of the general assembly.

Article VII: General Assembly and Executive Board Meetings

Section 1: PSA general assembly meetings will take place twice per semester at a time and place to be decided upon no later than the third week of each semester.

Section 2: The last general assembly meeting of the Spring semester shall be set aside to review and, if necessary, amend the PSA bylaws.

Section 3: The officers may call emergency general assembly meetings, if necessary, given that members have one week's notice.

Section 4: All general assembly and executive board meetings shall last for no longer than an hour. At the President's discretion, if additional time is needed to properly conclude PSA business, she may extend the meeting time by no more than one-half hour or postpone the business until the next scheduled meeting.

Section 5: Executive board meetings for PSA officers shall convene for one hour every two weeks beginning the first week of each semester. The executive board meetings shall be for the express purpose of resolving any unfinished business, conceptualizing new initiatives, and making the necessary preparations for current projects. Executive board meetings can be cancelled or rescheduled by the President, if and when appropriate.

Article VIII: Events

Section 1: Including general assembly meetings, PSA events shall not exceed 12 in number per semester. This provision does not include executive board meetings.

Section 2: The officers and all event volunteers must arrive one to two hours prior to the event to assist with preparation and set-up. The relevant Event Coordinator is responsible for assembling and confirming the necessary pre-event support staff. All officers and event volunteers should report to her.

Section 3: With the exception of two educational events and a public ritual held each semester, PSA events are for voting members, as described in Article III.

Section 4: Additional events may be proposed by a voting member and added to the PSA calendar by majority vote of the voting membership. Voting members proposing additions are

responsible for planning and promoting said additions. PSA officers will assist in any way that does not compromise the integrity of events prescribed by the bylaws.

Article IX: Guidelines for Relations with the Media and Public

Section 1: The list of PSA members is confidential. Only the officers shall have a complete membership roll. The list of officers, however, shall be open information.

Section 2: As part of her duties, the President shall be in charge of all public relations. Any formal function (i.e. newspaper interviews, press statements, etc.) shall be overseen by the President herself, and whoever else is deemed appropriate.

Section 3: Any public use of the organization's name, or any function that can be seen to be officially endorsed by the organization, shall be subject to an executive vote.

- (a) The actions of any individual or individuals which take place outside the context of the organization shall be seen to be on the individual(s)'s own recognizance.
- (b) Any member who uses the name of the organization in regard to any activity without the permission of the Officers shall be subjected to immediate censure.

Article X: Amendments

Section 1: To facilitate the growth and evolution of PSA, the officers and general assembly must review and, where deemed necessary, revise the PSA bylaws during the last general assembly meeting of the Spring semester, henceforth known as the "review meeting".

Section 2: To expedite the process, sections to be considered for revision must be sent to the Secretary no later than one week prior to the review meeting.

Section 3: Due to the gravity of the review process and the wealth of opinions likely to be expressed, standard parliamentary procedure should be utilized and enforced to ensure that all are heard.

Section 4: If revision of a particular section is deemed necessary prior to the annual review meeting, by a two-thirds vote of the general assembly, that particular section of the bylaws may be reviewed and revised in an emergency meeting called for that purpose and that purpose alone. The entire general assembly must be given no less than two weeks notice of the emergency review meeting.