

**CONSTITUTION FOR
THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS
SIGMA ALPHA PI AT IOWA STATE UNIVERSITY**

PREAMBLE

For the purpose of assisting college students in creating the lives they desire, by helping students discover what they truly want to do, and to give them the support and tools to achieve their goals – The National Society of Leadership and Success-Sigma Alpha Pi has been founded.

ARTICLE I

NAME

The official name of this organization shall be The National Society of Leadership and Success-Sigma Alpha Pi at Iowa State University, hereinafter referred to as The Society.

ARTICLE II

PURPOSE

The organization has been established to create a support group that will help college students achieve their goals and thus better their lives. *The Society abides by and supports established Iowa State University policies, State and Federal Laws.*

ARTICLE III

MEMBERSHIP

Section 1: Membership in The Society shall be open to all who can benefit by the program at a chapter's host institution. *Membership shall be open to all registered students at Iowa State University.*

Section 2: Non-Discrimination Statement

No chapter shall discriminate on the basis of race, color, religion, creed, gender, pregnancy, marital affiliation, sexual or affectional orientation, age, ethnic origin, citizenship, nationality, veteran status, or disability.

Section 3: A pending member shall be defined as any student who has paid their National dues. A full member shall be defined as any student who has paid their National dues and who has attended at least three speakers, three consecutive Success Networking Team meetings, completed a SAP Leadership Training, and is in good standing with the local chapter and institution.

Section 4: A Presidential Member is a member complying with the above Section 3 who meets the criteria defined for this recognition as well as having a cumulative G.P.A. of 3.3 or higher.

Section 5: A Guest is defined as any person who has attended a meeting but has not paid National dues or committed to attending all that is required in Section 3.

Section 6: Members must meet the following requirements:

- a. Members must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election or appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

- b. Members must be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)."

ARTICLE IV

NATIONAL DUES

Section 1: National dues shall be paid to The National Society of Leadership and Success in order to be considered a pending member.

Section 2: Collection. Dues shall be collected from each pending member by either of the following ways:

- a. Prospective pending members may apply directly online via The Society website.
 - b. Prospective pending members may apply by printing out the registration form from the Society web site, completing the forms, and sending it through the mail with a check to the National Headquarters.

Section 3: On payment of such dues, participants are considered pending members until all requirements listed in Article III, Section 3 have been completed and they have been inducted.

ARTICLE V

ORGANIZATION

Section 1: National Structure

- A. The Society is composed of a National Executive Team.
- B. The National Executive Team is composed of paid and volunteer positions that have completed an extensive interview and appointment process conducted by the National Executive President. The National Positions are President, Operations Manager, Manager of Chapter Support, Chapter Support Coordinator, Internship Coordinator, Chapter Development Coordinator, Information Technology Coordinator and Traveling Leadership Consultants.

Section 2: Officers Local Chapters

- A. The Society Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Committee Chairs, Success Networking Team Coordinator, and Information Technology Coordinator.
- B. Each Committee shall have a designated number of members to carry out the duties of the team and be chaired by a member elected from within the Committee.

Section 3: Elections and Appointments

- A. The local Executive Officers are elected annually as outlined in the by-laws.
- B. The Vice-President shall appoint members of the Committees after an application process.

Section 4: Terms of Office

- A. Executive Officers shall begin their term in office upon their inauguration and shall conclude their duties at the next annual inauguration.

B. Committee Chairs shall begin their terms upon their appointment and shall conclude their duties at the next annual inauguration.

Section 5: Powers

A. The following powers shall be held by the members of the Executive Board

1. Shall be ex-officio members of all The Society committees.
2. Shall be responsible for the establishment, implementation, and review of goals and objectives for Executive Board.
3. Shall have the power to veto any proposal passed by Committees; have initial approval of services, programs, and procedures of the Committees, recommending them to the Chapter Advisor(s) for final approval.
4. Propose new services, programs, and procedures commensurate with the purpose of The Society and the local chapter to the appropriate Committee, with approval of the National Office.
5. Provide guidelines for local chapter operations that reflect host institution's policies, with approval of the National Office.
6. Provide guidelines for the application and appointment of The Society committee members
7. Work with Chapter Advisor(s) to provide guidelines for funding The Society services or programs.
8. Develop and recommend the local chapter's annual budget.
9. Initiate censure or removal of any Officer, Chair, or Committee Member within the guidelines outlined in Section
10. Effect by majority vote, the recommendation for censure or removal of any Officer, Director or Committee Member to the Advisor(s).
11. Undertake any other action that will benefit The Society as guided by its mission that are not in conflict with The Society Constitution, Bylaws, or the policies and procedures of the National Office and host institution.

B. The following powers shall be held by the President:

1. Call special meetings of the Executive Board
2. Appoint members to the Committees.
3. Appoint such officials that s/he deems necessary for the expeditious conduct of his/her duties.
4. Propose new services, programs, and procedures to the appropriate member(s).
5. Shall have the responsibility for The Society decisions only in the event that the Executive Board cannot convene.
6. Shall administer all affairs of The Society consistent with the Constitution.
7. Hold all power necessary and proper to carry out the mission of The Society.
8. Be responsible for the overall efficiency of The Society meetings.
9. Report directly to the National Office.

C. The following powers shall be held by the Vice President:

1. Convene special meetings of Committees.
2. Appoint such officials, as s/he deems necessary for the expeditions conduct for his/her duties.

3. Act for the President in his/her absence, upon his/her request, or in the event that the President is temporarily unable to serve.

4. Assist the President with carrying out tasks in running the daily operations.

D. The powers of the Treasurer shall be:

1. Recommend services, programs and procedures to the Executive Board or Advisor(s).
2. Recommend guidelines and oversee The Society financial operations.
3. Initiate censure or removal of any officer, chair or committee member within the guidelines outlined by the by-laws.

E. The powers of the Committees shall be:

1. Recommend services, programs and procedures to the Executive Board or Advisor(s).
2. Initiate censure or removal of any Officer, Chair, or Committee Member within the guidelines outlined by the by-laws.

Section 6: Discipline/Dismissal of Officers and Members

A. Grounds For Discipline

1. Absences – three (3) or more unexcused absences per regular term from regularly scheduled meetings of The Society. (This is relevant only for Executive Board members and Committee Chairs)
2. Violation of the Constitution, By-Laws, or Standing Rules of The Society.
3. Actions detrimental to the operation and/or reputation of The Society

B. Discipline Procedures

1. Any member of The Society may file a grievance with the Advisor(s).
2. The Advisor(s) will review the grievance and make recommendations for sanction for the approval of the Executive Board. In the event the matter is extremely sensitive it should be handled through the host institution's judicial system, where the host institution's policies supersede this Constitution.
3. An appeal may be made to the National Office if it is a matter dealing with organizational expectations and/or operations. In the event that the matter is handled by the host institution's judicial system, refer to the host institution's policies and procedures for an appeal.

B. Sanctions

1. Written warning – the member will receive a written warning signed by the Advisor(s) and President, which will remain on file for the remainder of the academic year. If there are no further violations the warning will be destroyed.
2. Censure – a public admonishment within a business meeting. Member would lose voting privileges for the remainder of the term.
3. Impeachment – Executive Officers and chairpersons can be removed from office if the above measures have not corrected the issue. The member in question shall be notified of the intended procedure in writing with the statement of charges and the date, time, and location that s/he may refute them. The matter will be brought to the membership at the next open business meeting after the incident, where the accused has the opportunity to refute the charge. The matter will be brought to a vote by a secret ballot. A two-thirds affirmative vote for removal is required.

4. Dismissal – Any member can be dismissed if there are repeated violations or if the matter is deemed appropriate by the Advisor(s), with approval from the National Office or through impeachment by the members.

Section 7: Governing Rules of The Society

A. The Society shall be empowered to enact Bylaws, which define purpose, structure, requirements for holding office, and the function of its components in greater detail so long as the Bylaws do not conflict with the Constitution.

B. The Society shall be empowered to enact Standing Rules, which shall define and give purpose to meetings, operations, responsibilities, and expectations of its Executive Officers, Chairs or Committee Team Members as long as they do not conflict with the Constitution.

C. The Constitution, Bylaws, and Standing Rules are the governing policies and principles of The Society.

D. Current copies of the local chapter's by-laws and Standing Rules should be on file with the National Office, on the National website, and at the host institution.

ARTICLE VI

MEETINGS

Section 1: All meetings shall be open to all students, faculty, administration of the host institution, as well as any interested party pursuant to all Federal and State open meeting acts.

Section 2: Upcoming videoconference dates shall be defined by the National Office and will be provided to the local chapters.

Section 3: All business for the year must be concluded by the last general meeting of the year. At this time all Executive Officers and Committee Chairs shall submit to the National Office an annual report of all activities under their responsibility during their term in Office.

Section 4:

A. Open meetings are defined as videoconference meetings, held once per month while college/university courses are in session, with the exception of summer and winter sessions.

B. Open meetings shall be conducted under open forum format with the President facilitating the discussions among the general membership.

Section 5:

A. Business meetings shall be conducted using parliamentary procedure. A minimum of one business meeting must be held within the first month of each academic term (except summer and winter terms).

B. Business meetings should be identified in the schedule of activities. The local chapter may decide on the number of business meetings held during the year, as long as the minimum standards set forth in this Constitution are maintained.

C. Additional business meetings may be held at the request of the President, any three Society Officers or the majority of Society members. Written notice of additional meetings shall be given to all members not less than one week prior to the meeting.

Section 6:

A. Success Networking Team meetings shall be facilitated within each Team. Each team must hold a minimum of three consecutive Success Networking Team meetings.

B. Success Networking Team meetings should be identified in the schedule of activities.

C. Success Networking Team meetings are open to all students (members or guests) during the first semester the Society is on campus. Following the first semester, guests are permitted to attend one Success Networking Team meeting after which they must become a pending National member to attend subsequent Success Networking Team meetings.

ARTICLE VII

QUORUM & VOTING

Section 1: Quorum

A. Quorum is defined as the number of Officers or members of a body that when duly assembled can conduct business.

B. Quorum for any meeting shall be a 50% of the members, plus one. If quorum is not met, no business can be voted on.

Section 2: Voting

A. Only members in good standing with the local organization are eligible to vote. The President may vote only to break a tie.

B. Majority for voting is defined as 50% + one of the above present.

ARTICLE VIII

ACTIVITIES OF THE LOCAL CHAPTER AND FINANCES

A. A schedule of activities shall be created and maintained by the local Chapter Officers.

B. Schedules should be distributed to all members at the beginning of the year, or upon becoming a member.

C. Announcements of updates shall be given as soon as possible to members.

D. Amendments to the schedule may be proposed by any Society Officer or member and will be approved upon a vote. Amendments to the schedule should be sent to the National Office.

E. A membership drive shall be enacted during the beginning of the fall term for the purposes of enlisting students for Society membership. Recruiting should be done on an on-going basis.

F. *All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.*

G. *This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President and Treasurer, and with the simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days*

ARTICLE IX

CHAPTER ADVISOR(S)

A. Local chapters should select at least one Advisor(s), within the parameters outlined by their host institution.

B. The Advisor(s) shall ensure that The Society is operating in a fair and efficient manner and supervise the Society activities as outlined by the chapter's host institution.

C. The Advisor(s) should meet with the President a minimum of once a month during the regular academic year. The Advisor(s) should meet with the Executive Board a minimum of once per semester.

D. The Advisor(s) should attend at least half of the chapter events during academic year.

E. The Advisor(s) should be familiar with all Society manuals and appendices.

F. the term for the advisor will be for one full year (August to August). The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

ARTICLE X

ESTABLISHING & MAINTAINING CHAPTERS

A. A campus representative or student leader who wants to establish a chapter of the Society may contact the National headquarters and request manuals for founding a chapter.

B. A campus must complete all the requirements for establishing a chapter as outlined in the Society manuals.

C. Upon completion of the requirements, the chapter will be recognized by the National Office and receive the rights and privileges given to established chapters.

D. To remain in good standing with the National Office, local chapters must maintain paperwork and pay annual fees by established deadlines.

E. Chapters that do not maintain paperwork or pay their fees may have their videoconference privileges suspended until the requirement is satisfied.

F. Chapters that cease to maintain National requirements may be disenfranchised from the National Office and no longer receive the benefits and privileges of chapters.

G. A disenfranchised chapter can become active again if it satisfies all National requirements. If a chapter has been disenfranchised for longer than 2 years (from date of disenfranchisement), the chapter must go through the Intent to Organize process again to regain active status.

ARTICLE XI

BYLAWS OF THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS AT IOWA STATE UNIVERSITY

CHAPTER I:

1.0 Executive Officers

A. Values Statement of the Executive Branch

The Officers of the Sigma Alpha Pi chapter of The National Society of Leadership and Success at Iowa State University are responsible for the everyday details that will result in smooth operation of the organization.

B. Meetings

1. The President, Vice President, Secretary, Success Networking Team Coordinator, Treasurer, Publicity Chair, Fundraising Chair, Information Technology Coordinator, Events Coordinator(s), Recruitment Chair, Welcome Chair, and Community Service Chair shall meet together as the Executive Board. The Advisor(s) is a non-voting member of the Executive Board.

2. The Executive Officers shall meet at least once a month, or as deemed necessary by the group. During this meeting, the Officers should complete the following activities:

- a. Review business
 - b. Evaluate goals
 - c. Review reports of committee teams to evaluate progress
 - d. Set the agenda for the next business meeting
3. Executive Board meetings will be set semesterly at least one month prior to the end of the proceeding semester by consensus of the Executive Board and Advisor(s).

C. Training

1. Newly elected Executive Officers will shadow the outgoing officers from election to inauguration.
2. New Officers will be required to attend all meetings of The Society and Executive Board scheduled until their Inauguration.
3. A retreat may occur during this transition if the outgoing Executive Board and Advisor(s) feel it is necessary.

D. Duties and Responsibilities of Executive Officers:

1. The following duties shall be the responsibility of the Executive Board
 - a. Grant leave of absence and accept resignations of Committee Chairpersons.
 - b. Create Executive Board meeting agenda.
 - c. Evaluate issues, make recommendations and serve in an advisory capacity to the chapter.
 - d. Approve events and activities subject to appeal to the Advisor(s).
 - e. Hold Executive Officers, Committee Chairs, and members accountable for their responsibilities and actions.
 - f. Determine, with the aid of other Officers and committee members the objectives, meetings, and action plans of the organization.
 - g. Analyze membership problems and help plan and execute a vigorous membership campaign.
 - h. Be responsible for the leadership development and training.
 - i. Keep and maintain record of activities for the position including updating files on a regular basis.
 - j. Maintain the qualifications of office as outlined in Constitution and By-Laws.
2. The following duties shall be the responsibility of the President
 - a. Maintain working knowledge of the Constitution and Bylaws and parliamentary procedure.
 - b. Have knowledge of the objectives and procedures of The Society.
 - c. Serve as main contact with the National Office, completing all necessary paperwork, including annual report.
 - d. Serve as the liaison with the host institution.
 - e. Serve as ex-officio member of committees as determined by the Executive Board.
 - f. Work with Secretary and Information Technology Coordinator to ensure that other Officers, Chairs, members and the Advisor(s) are informed about meetings and programs through phone and email reminders as well as emailing the minutes and notes of committee meetings.

- g. Serve as a liaison by maintaining communication and encouraging collaboration among other student organizations, campus departments, and administrators.
 - h. Schedule and preside over regular meetings of the Executive Board.
 - i. Preside at The Society meetings.
 - j. Prepare a report for each meeting.
 - k. Prepare a report of her/his term in office to be presented at the last meeting of the year and included in the annual report for that year.
 - l. Work closely with the Advisor(s).
 - m. Train new leaders that are replaced as a result of vacancies.
 - n. Attend all events as deemed necessary by the Executive Board with approval of the Advisor(s).
 - o. Hold an election discussion to go over proper procedures and questions for all elections as outlined by the Bylaws.
 - p. Acquaint the President-elect with the duties and responsibilities of the position.
 - q. Be responsible for overseeing the allocation of funds process for the following year with the Treasurer.
 - r. Participate in the monthly conference calls.
3. The following duties shall be the responsibility of the Vice President
- a. Preside over meetings when the President is absent or when the President relinquishes the Chair.
 - b. Become acquainted with the President's plans for the year and be prepared to assume his/her duties and responsibilities.
 - c. Be a host at meetings: check room arrangements, proper lighting, ventilation, etc; greet newcomers and see that they become acquainted with the rest of the members, see that guest speakers are properly recognized and introduced.
 - d. Know what is going on, be familiar with information materials sent to the President.
 - e. Be of general assistance to the President, but not substitute for him/her.
 - f. Attend all meetings of the Executive Board, The Society, designated committees, and others as designated by the President.
 - g. Prepare a report for each meeting.
 - h. Prepare a report of her/his term in office to be presented at the last meeting of the year and included in the annual report for that year.
 - i. Meet monthly with Committee Chairs.
 - j. Assist the Secretary to help collect materials to include as part of the annual report, scrapbook and organizational awards.
 - k. Acquaint the Vice President-elect with the duties and responsibilities of the Office of the Vice President.
 - l. Participate in the monthly conference calls in the President's absence.
4. The following duties shall be the responsibility of the Secretary
- a. Assume the position of acting President in the absence of the Vice President and President.

- b. Attend all meetings of the Executive Board, The Society and those deemed necessary by the President.
 - c. Work closely with the President to ensure the smooth operation of The Society.
 - d. Record the minutes and attendance of the Executive Board and Society meetings
 - e. Distribute minutes as outlined by the Bylaws, Chapter III Section 3.2.
 - f. Maintain current record of addresses, phone number and e-mail addresses of all members
 - g. Maintain schedule of activities for The Society.
 - h. Be official contact for members' absences.
 - i. Maintain an archive, in which all official correspondence, as well as minutes, reports and other information important to The Society, shall be placed.
 - j. Send, receive, and distribute all official correspondence of The Society.
 - k. Act as historian, with assistance from the Vice President, and collect materials to include as part of the annual report, scrapbook, and organizational awards.
 - l. Provide officers, committee chairs and members with all necessary papers and materials.
 - m. Read minutes of meetings and call the President's attention to unfinished business.
 - n. Have on hand at each meeting an agenda, minutes of the previous meeting, lists of committees and reports, and a copy of the Constitution and Bylaws.
 - o. Be responsible for the ordering and inventory of supplies.
 - p. Prepare a report for each meeting.
 - q. Prepare a report of her/his term in office to be presented at the last meeting of the year and included in the annual report for that year.
 - r. Acquaint the Secretary-elect with the duties and responsibilities of the Office of the Secretary.
 - s. Enter member's videoconference attendance online.
5. The following duties shall be the responsibility of the Treasurer
- a. Prepare financial reports for meetings.
 - b. Receive and distribute funds upon authorization of the Executive Board with the Advisor(s)'s approval and within the guidelines established by the host institution.
 - c. Keep accurate records of income and expenditures.
 - d. Prepare an annual budget for The Society with input from the Executive Board and Advisor(s).
 - e. Coordinate all fundraising efforts for The Society.
 - f. Prepare appropriate paperwork for requisitioning and payment of goods and services.
 - g. Prepare a report for each meeting.
 - h. Prepare a report of her/his term in office to be presented at the last meeting of the year and included in the annual report for that year.

- i. Acquaint the Treasurer-Elect with the duties and responsibilities of the Office of the Treasurer.
 - j. Work with the President in completing the allocation of funds process.
6. The following duties shall be the responsibility of the Information Technology Coordinator
- a. Ensure all information technology equipment is functional.
 - b. Be the liaison between the local chapter and the host institution's department(s) that handle technology and equipment.
 - c. Be the official contact person for any and all information technology issues within the local chapter.
 - d. Create and maintain the local chapter's website and e-mail distribution list.
 - e. Work with the Secretary in sending out timely communications via the web and/or e-mail.
 - f. Prepare a report for each meeting.
 - g. Prepare a report of her/his term in Office to be presented at the last meeting of the year and included in the annual report for that year.
 - h. Acquaint the Information Technology Coordinator-elect with the duties and responsibilities of the office of the Information Technology Coordinator.

1.1 Committee Chairs

A. Values Statement of Committee Chairs

Committee Chairs are responsible for duties as delegated by the Executive Board and The Society. They are the implementers of the chapter's programs.

B. Meetings

1. The Chairs shall attend all Society business meetings and retreats as deemed necessary by the Executive Board.
2. The Chairs and Vice President shall meet monthly to review the Chair and Committee progress.
3. The Chairs shall meet together with their respective Committee members monthly, or as deemed necessary by the group with the approval of the Vice President. During this meeting, the members should complete the following activities:
 - a. Review the chapter's business.
 - b. Provide reports of committee members and update members on program progress.
 - c. Review organizational goals as they pertain to the Committee Team responsibilities.
 - d. Determine objectives for the Committee Team to reach these goals.
 - e. Create a plan of action for programs and services.
 - f. Evaluate actions and goals of Committee Team programs and services.
4. The Chair will set committee meetings each semester with assistance of committee members.
5. Shall actively participate in all phases of committee activities and programs.

C. Training

1. Newly elected Committee Chairs will shadow the outgoing Chairs from appointment to Inauguration.
2. Newly elected Chairs will be required to attend all committee meetings and Society meetings scheduled until their Inauguration.

D. Duties and Responsibilities

1. The following duties shall be the responsibility of all the Committee Chairs
 - a. Shall be accountable to organization, Executive Board, and Advisor(s).
 - b. Attend all Society meetings and programs as deemed necessary by the Executive Board or Advisor(s).
 - c. Meet with the Vice President on a monthly basis or as needed to review program/service goals, progress, evaluations, etc.
 - d. Meet with committee on a monthly basis or as needed to coordinate details of the committee's programs and services.
 - e. Work with the Information Technology Coordinator to maintain regular contact with committee members to update and remind them of activities through email, phone calls and meetings.
 - f. Prepare agendas for committee meetings.
 - g. Establish committee goals.
 - h. Develop and utilize timeline for all programs.
 - i. Implement and review committee goals throughout the year.
 - j. Complete a program evaluation for each committee activity/program within two weeks of the date of the activity.
 - k. Be responsible for the financial status of their Committee.
 - l. Respond to all calls and/or e-mails within 1 week of message.
 - m. Maintain current and accurate records of programming and services in respective files.
 - n. Keep current with mail.
 - o. Be knowledgeable about the different chapter and campus policies in respective areas.
 - p. Maintain the qualifications as listed in the Constitution and Bylaws.
 - q. Prepare a report for each Society meeting.
 - r. Prepare a yearly report for the committee to be presented at the last meeting of the year before inauguration, which will be included in the annual report to the National Office.
 - s. Acquaint newly appointed members on the committee and Chair-Elect with the duties and responsibilities of the committee.
2. The following duties shall be the responsibility of the Publicity Committee
 - a. Plan and coordinate promotional strategies for all programs, services, and needs of The Society and the Committee teams.
 - b. Maintain regular contact with the Committee Chairs and the Vice President for publicity need updates.
3. The following duties shall be the responsibility of the Events Chair
 - a. Plan and coordinate social events for chapter.
 - b. Act as chapter representative for any campus events chapter is participating in (e.g. homecoming, family weekend).
4. The following duties shall be the responsibility of the Committee Chair of Membership
 - a. Work with the Executive Board to develop recruitment campaign.
 - b. Take lead role in carrying out the chapter's membership recruitment campaign.
 - c. Coordinate information tables at appropriate campus events.

- d. Work with Publicity Chair on promoting chapter.
- e. Assist the Executive Board in coordinating leadership development retreats and training of members as needed.

CHAPTER II: COMMITTEES

2.0 Standing Committee Teams/ Special Committees/Ad-Hoc Committees

A. Values Statement of the Committee

1. Committees are created to execute the mission of the chapter. All committees shall be subordinate to the will of the Executive Board.

B. Provisions for Creation

1. Committees shall be created as deemed necessary by the chapter. Any member can bring a proposal forward in new business.
2. The proposal must identify how the committee will satisfy a need within the chapter; outline the committees' responsibilities and responsibilities of the Chair.
3. A majority vote of all voting members is needed to create a new committee.

C. Placement of Committee Members

1. The Vice President places members on committee teams.
 - . When members join The Society, the Vice President shall ask them to identify personal skills and have them rank their top three choices of committee membership if so desired.
 - . Members may hold placements on additional committees at the discretion of the Vice President and Advisor(s).

D. Dissolution of a Committee Team

1. If the purpose of a team is no longer consistent with the mission of the chapter, the committee can be dissolved by a majority vote of all voting members.

2.1 Standing Committee Teams

The following committees shall be established as Standing Committees, on-going, that carry out the business of the chapter:

- A. Publicity
- B. Membership
- C. Events

CHAPTER III: MEETINGS

3.0 Types of Meetings

The chapter has four types of meetings conducted by the chapter:

- A. Videoconferences – held once a month and open to all students.
- B. Success Networking Team meetings – held twice a month.
- C. Business meetings – held once a month at minimum, open to university community. Only members can vote on business.
- D. Committee meetings – held once a month at minimum.

3.1 Special and Emergency Meetings

A. Special (to address unfinished business from a business meeting) or Emergency (meetings to address urgent business) meetings may be called by the following:

1. The President.
2. Three Officers.
3. A petition signed by a majority of members (must be brought to Advisor(s)).

B. Notice

At least forty-eight (48) hours notice shall be given for special meetings detailing time, place, and business to be addressed.

C. Procedure

The President will call the meeting to order and present only the business that the meeting was called for. No other business other than that specified in the notice shall be transacted.

3.2 Minutes

A. *Include*

1. Name of Chapter.
2. Date of meeting.
3. Attendance (note in order: Executive Board, members, guests).
4. Reading and Approval of minutes of the previous meeting.
5. Reports from Executive Officers and Advisor(s).
6. All main motions executed throughout the meeting.
7. Committee Chair reports.

B. **Distribution**

Minutes will be distributed by e-mail to all members, Advisor(s), committee members and guests that attended that meeting. Minutes will also be posted on chapter's web page.

3.3 Attendance

It is important to the business of The Society that its membership is in full attendance. Realizing that there will be instances when a member cannot attend a meeting due to illness, personal, or family emergencies, this attendance policy has been implemented. The Constitution outlines grounds for censure or impeachment due to excessive unexcused absences. When members commit to a Team meeting such as defined by The Society, it is imperative to the nature and dynamic of the group that each member follows through with support of each meeting and its participant.

A. Attendance Requirements

1. Members can be excused due to personal illness or a personal or family emergency during their term.
2. Members have twenty-four (24) hours after missing for an illness, personal, or family emergency to contact the Secretary or Advisor(s).
3. Extenuating circumstances will be left to the discretion of the Executive Board. No more than three unexcused absences are allowed throughout the year.
4. Failure to comply will result in a judicial board hearing, and potential exclusion from Team meetings.

B. Appeals

If a member wishes to appeal an absence decision made by the Executive Board, he/she is given the opportunity to make their appeal to the Advisor(s), and the decision of the Advisor(s) is final.

CHAPTER IV: Finances

4.0 Annual Budget

A. Fiscal Year

The fiscal year of the chapter shall be determined by the allocation of funds process at the host institution.

B. Fiscal Policies

The books and accounts of the chapter shall be kept in accordance with the host campus procedures.

C. Expenditures

- a. Treasurer shall develop an annual budget, with the assistance of the Executive Board and Advisor(s).
- b. The chapter, by approving the budget shall give its approval for expenditures.
- c. Expenditures will be recorded by the treasurer and overseen by the advisor(s).

D. Budget Preparation

- a. The treasurer will begin working on the budget for the next fiscal year beginning in February.
- b. The budget shall be presented to the Executive Board before the end of March and the new budget approved by the first week of April.

E. Approval

- a. The chapter shall approve the budget by majority vote of active members present.

4.1 Dues

The local chapter does not collect dues from members; dues will be paid only through the National level as stated in Article III, Section 3.

4.2 Fundraising

The local chapter is empowered to conduct fundraising activities, pursuant to host institution's policies to raise funding for its activities.

4.3 Sponsorships

The local chapter is empowered to contract with sponsors, pursuant to host institution's and National headquarters policy, to raise funds for its activities.

CHAPTER V: ELECTIONS/APPOINTMENTS/ APPLICATIONS

5.0 Membership Application and Eligibility

A. General Rules

Only members can hold elected positions within the chapter. Interested members should complete and sign an application and turn it in to the Advisor(s) by the date specified.

B. Eligibility

To be eligible for office, the member must have a cumulative 2.5 Grade Point Average for the Executive Board and a cumulative 2.25 Grade Point Average for a Committee Chair, and the applicant must have good standing with the host institution, as well as meet individual requirements for the specific position.

C. Previous leadership experience within the chapter is highly recommended for those applying to the Executive Board.

5.1 Executive Board Elections

A. At the meeting defined by the recruitment schedule, people who are interested in Executive Board positions and have met qualifications will be slated for candidacy in the positions they have indicated interest. The Advisor(s) will prepare the slating ballot based on applications. If there are members attending the meeting who have not completed applications but are interested in positions, they can introduce themselves to the group and give a brief biography and nominate themselves for an office.

B. The current President will call the meeting to order and preside over the meeting unless there is a conflict of interest. In the case of a conflict of interest (the President is the running for a second term) the meeting will be presided by the Vice President or the next highest officer not in the running. In the event that all current

Executive Officers are campaigning, the Advisor(s) will preside over the elections.

C. The election process will begin with step down elections beginning with the Office of President. If the non-winning candidate chooses, they can step down only to the next office unless they have previously been slated for lesser offices.

D. Should a walk-in candidate be elected to a position their appointment will be on hold pending verification of qualifications. If they do not meet qualifications, the next candidate receiving the most votes receives the position.

E. During the election for a particular position, candidates will introduce themselves and will be allowed up to one minute to make a presentation of their qualifications. After all candidates have had an opportunity to present themselves, there will be up to five minutes for questions. At the conclusion of the five minutes, a secret ballot election will be held. The votes will be tallied and the elected member will be announced.

F. Only members attending the meeting will be allowed to vote.

G. If there were walk-in candidates that have been elected, the voting is not official until the Advisor(s) has checked grades and standings of candidate(s).

5.2 Committee Chair Elections

Elections for Committee Chairs will take place the regular business meeting following the Executive Board elections. The application, slating and election process will be the same for the Committee Chair elections as it was for the Executive Board elections.

5.3 Vacancies

A. Should any office become vacant, at the next business meeting, the position will be announced in new business. At that meeting, the presiding officer will open the floor to nominations. The election will be conducted by the process described in Chapter 5.1 of the Bylaws at the next business meeting.

B. If a position has been left vacant during the election process, the Executive Board can fill the position on an ongoing basis via application and fill the vacancies as outlined above.

5.4 Elections and Inauguration

Elections for the Executive Board will be held no later than four weeks before the end of the school year to give the board time to transition. Elections for chairs will be held no later than two weeks before the end of the school year. Inauguration of the Executive Board and Committee Chairs shall take place no later than the one week of before the end of the school year.

CHAPTER VI: ADVISOR (S)

6.0 Defined

The chapter shall have an Advisor(s) as determined by Constitution of The National Society of Leadership and Success and the host institution. The Advisor(s) acts on the best interests of the chapter, balancing needs of members and university expectations.

6.1 Duties of the Advisor(s)

Duties of the Advisor(s) shall include:

1. Provide continuity and mentoring.
2. Provide resource information.
3. Act as an administrative liaison when the need arises.
4. Work with the Executive Board to run goal setting sessions and evaluation sessions, including leadership conferences, retreats and training.
5. Meet on a monthly basis or as needed with the Executive Board to help facilitate better organization, planning and initiation of programs and services.

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6. Participate in all monthly national conference calls.
7. Approve all Success Networking Team reports.