

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

Sacramento State

CONSTITUTION

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PREAMBLE

For the purpose of assisting college students in creating the lives they desire, by helping students discover their passion and purpose through giving them the support and tools to achieve their goals, in order to build leaders who make a better world – The National Society of Leadership and Success has been founded.

ARTICLE I

NAME

The official name of this organization shall be, The National Society of Leadership and Success, Sigma Alpha Pi, hereinafter referred to as “the NSLS”.

ARTICLE II

PURPOSE STATEMENT

The organization has been established to create a support group that will help college students achieve their goals and better their lives, in the process building leaders who make a better world.

ARTICLE III

COMPLIANCE STATEMENT

Upon approval by the SO&L the NSLS shall be a registered student organization at Sacramento State Campus. The NSLS shall comply with all local, state and federal laws, as well as all Sac State's Campus regulations, policies, and procedures. Such compliance includes but is not limited to the Campus’s regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV

NON-DISCRIMINATION

The NSLS agrees to comply with Sacramento States Campus’s Non-Discrimination Policy stated below.

> Those interested in membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Our organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

MEMBERSHIP

Section 1: Membership in the NSLS shall be open to invited and nominated students, based on criteria outlined by chapters approval in compliance with all campus regulations, who can benefit from the program at a chapter's host institution.

Section 2: A member shall be defined as any student who has paid their National dues. An inducted member shall be defined as any student who has paid their National dues and has attended an Orientation meeting, at least three (3) Speaker Events, three (3) Success Networking Team meetings, completed the NSLS's Leadership Training Day event, and is in good standing with the local chapter and institution.

Section 3: A Presidential Member is a member complying with the above Section 2 and also meets the criteria defined for this recognition by achieving a cumulative G.P.A. of 3.3 or higher.

Section 4: An Attendee is defined as any person who has attended an Orientation meeting or Speaker Event but has not paid National dues or committed to completing all that is listed in Article IV, Section 2 regarding the achievement of induction into the NSLS.

ARTICLE V

NATIONAL CHAPTER DUES

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

- National dues for the academic year are a one-time fee of $95 per student.
- Five dollars ($5) from each student's paid National dues and an additional ($5) after a student completes their steps is credited back to the chapter in an account controlled by the University appointed representatives.
- National dues are subject to change.

Section 2: Dues shall be collected from each prospective member by one of the following ways:

- Prospective members may apply and pay directly online via the NSLS website (www.nsls.org).
- Prospective members may apply and pay by printing out the application form from the NSLS website, completing the form and sending it with a check for eighty-five dollars ($95) made out to "The National Society of Leadership and Success" to the National Office at 1 Evertrust Plaza Suite 101, Jersey City, NJ, 07302 via postal carrier.

Section 3: On successful registration and payment of such dues, participants are considered members until all steps to induction listed in Article IV, Section 2 have been completed at which time they become inducted members.

ARTICLE VI

ORGANIZATION

Section 1: The NSLS' National Structure is composed as follows:

- The NSLS is composed of a National Leadership Team and Chapter Success Managers.
- The Chapter Success Managers are paid and volunteer positions that have completed an extensive interview and appointment process conducted by the National Leadership Team.

Section 2: Local Chapter Officers may include unique local positions in addition to the following structure:

- The NSLS Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Committee Chairs (Fundraising, Membership Outreach, Publicity, Social and Society Events, and Community Service), Success Networking Team Coordinator, and Information Technology Coordinator.

  ** Positions may be duplicated, added, or taken away to best fit the needs of the Chapter.*

- Each committee shall have a designated number of members as decided by the Committee Chair to carry out the duties of the team.

Section 3: Position Appointments:

- Selection for open positions shall take place each term, at least six weeks prior to the end of the term to allow adequate time for position transition and training.
- Position terms are a minimum of two school terms, unless otherwise accepted.
- The local Executive Officers are first narrowed by application and interview process, and then selected by a simple majority vote of the general members.
- Should any office become vacant, the position will be announced to the general membership along with the process for application.
- If a position has been left vacant during the initial recruitment process, the Executive Board can fill the position on an ongoing basis via application and fill the vacancies as outlined above.

Section 4: Terms of Office:

- Executive Officers shall begin their term in office upon their inauguration and may either conclude their duties at the next annual inauguration or continue in their role should there be no other applicants, and with the approval of Eboard, Advisors and Chapter Success Manager.

Section 5: Each person/s listed below shall hold the power to:

Executive Board

- Serve as ex-officio members of all local NSLS committees.
- Establish, implement, and review goals and objectives for the Executive Board.
- Grant initial approval of services, programs, and procedures of committee's.

- Propose new services, programs, and procedures commensurate with the purpose of the NSLS and the local chapter to the appropriate committee, with approval of the Chapter Success Manager.
- Provide guidelines for local chapter operations that reflect the host institution's policies, with approval of the Chapter Success Manager.
- Provide guidelines for the application and appointment of Committee Members.
- Work with Chapter Advisor(s) to provide guidelines for funding NSLS services or programs.
- Develop and recommend the local chapter's annual budget.
- Initiate censure or removal of any Officer, Chair, or Committee Member within the guidelines outlined in Section 6.
- Undertake other actions that will benefit the NSLS, as guided by its mission and that are not in conflict with the NSLS constitution, bylaws, or the policies and procedures of the Chapter Success Manager and host institution.

Overview of Positions

While reviewing the general position duties, please keep in mind that each member of the Executive Board is expected to take ownership for the success of the chapter, and take on any responsibilities or tasks needed towards that end.

I. **Student President:** *The primary role of the Student President is to oversee the completion of chapter goals and manage the Executive Board.*
   - Govern the chapter towards completing goals
   - Help conduct NSLS meetings
   - Engaging in a bi-weekly session with the Chapter Success Manager and Advisor
   - Initiate and coordinate contact with new members to welcome them into the chapter
   - Participate in monthly National conference calls. If unable to attend, designating another board member to represent the chapter
   - Recruit and lead the Executive Board
   - Fill-in for various positions as needed

II. **Vice President**
   - Acting for President upon their absence or request or in the event that the President is temporarily unable to serve
   - Oversee Committee Chairs by supporting them with needed tools and resources as well as holding them accountable for their goals

III. **Secretary**

- Record minutes at Executive Board meetings
- Take attendance at Orientation, Speaker Events and Leadership Training Day
  - Enter attendance online in Members Area for the above events
- Send email reminders about upcoming events, such as awards and scholarships deadlines

IV. **Treasurer**

- Maintain the bank account for the Chapter with Associated Students Inc.
- Attend any necessary Student Government financial meetings
- Create and manage budget for National Dues and local expenses
- Work with Fundraising Chair to assess needed funds to support chapter

V. **SNT Coordinator:** *Oversees the facilitation and completion of SNTs for chapter; train and manage SNT facilitators*

- Help facilitate first SNT meetings for all groups
- Create schedule for Executive Board to assist at first SNT meetings
- Reserve rooms for the first three SNT meetings for each group
- Collect attendance from SNT groups after each meeting
- Send friendly email reminders to SNT group members that did not submit an SNT reflection (must be submitted online in the Members Area within 24 hours of each meeting)

VI. **Publicity Chair**

- Oversee Publicity Committee
- Work with IT Coordinator to create and maintain content for chapter website and Facebook group. Creatively advertise the NSLS as well as specific events hosted by the chapter
- Reach out to professors, student organizations, athletics, Residential Life, and other groups on campus as a way of promoting the NSLS
- Customize provided press releases for school newspaper
- Create flyers

VII. **Fundraising Chair**

- Oversee Fundraising Committee
- Develop fundraisers for Chapter
- NSLS Internship Referral Program
- Sponsors (ask Chapter Success Manager for assistance with ideas as needed)
- Fundraising Event

VIII. **Information Technology (IT) Coordinator**

- Supply all events with proper IT equipment and make sure it all functions correctly
  - Arrive at each event at least one hour prior to test equipment and internet connections
- Create Chapter email address
- Design Chapter Website with the Publicity Chair
  - Maintain content
- Work with IT and AV departments on campus as well as the NSLS surrounding tech issues
- Form a Facebook group with the Publicity Chair

IX. **Society Events Chair**

- Oversee Society Events Committee
- Reserve rooms and coordinate set-up for Orientation, Leadership Training Day, Speaker Events (live and Video-on-Demand), and Induction
- Take lead on ordering food if serving refreshments

X. **Social Events Chair**

- Oversee Social Events Committee
- Planning and implementing social events
  - Examples
    - Ice Cream Socials
    - Game Night
- Reserve rooms and coordinate set-up for non-NSLS related events
- Take lead on ordering food if serving refreshments

XI. **Membership Outreach Coordinator (2 Coordinators if Chapter has More Than 150 Members)**

- Recruit and oversee Membership Outreach Committee
  - Review Member Outreach section of manual with Committee during first meeting
  - Create an outreach timeline with Committee and call, email or Facebook members
- During each school term, have Committee reach out to their assigned members who are not attending events to “check-in” to see if everything is okay (a phone call may be the best way)
  - Divide member list among Committee so that each person has 10-20 members to establish and maintain a relationship with (request list from Student President, Vice President or Secretary)
  - Within the week following Orientation, each Committee member should reach out to assigned members and ask if there are questions that went unanswered
  - About one month after Orientation, have Committee do temperature check outreach
- Request table or booth at campus involvement fairs to promote NSLS and membership

XII. **Community Service Chair**

- Oversee Community Service Committee
- Establish partnerships with service organizations on campus and in community
  - Be sure to offer a variety of events or projects for members
- Keep track of where members are participating in service events

Section 6: Discipline/Dismissal of Officers and Members:

Grounds for Discipline

- Absences – three (3) or more unexcused absences per academic term from regularly scheduled meetings/events of the NSLS where there was an original commitment to be there (relevant only for Executive Board members and Committee Chairs).
- Violation of the Constitution, Bylaws, or Standing Rules of the NSLS.
- Actions detrimental to the operation and/or reputation* of the NSLS.

  **Reputation – This includes, but is not limited to, possessing/exhibiting a negative attitude towards the Chapter or the Executive Board that poses a threat to the fluency of meetings; speaking negatively to harm The NSLS or Chapter; and/or interrupting events/meeting with unwarranted, unproductive remarks; etc.*

Discipline Procedures

- Any member of the NSLS may file a grievance with the Advisor(s), the Executive Board, and/or Chapter Success Manager.
- The Advisor(s), Executive Board, and Chapter Success Manager will review the grievance and make recommendations for sanctions (as described in Part C below). Any such sanction must be approved by a two-thirds majority of the Executive Board, Advisor, or Chapter Success Manager. 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).
- An appeal may be made to the Chapter Success Manager 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.

Sanctions

- Written warning – the member will receive a written warning signed by the Advisor(s), President, or Chapter Success Manager which will remain on file for the remainder of the academic year. If there are no further violations, the warning will be destroyed.
- Impeachment – Executive Officers and Chairpersons can be removed from office if two written warnings have not corrected the issue (except in extreme cases where fewer warnings may be deemed sufficient by the Advisor or Chapter Success Manager). The member in question shall be notified of the intended procedure in writing with the statement of grievances and the date, time, and location.

- Dismissal – Any member can be dismissed if there are repeated violations or if the Advisor(s), host Campus, or Chapter Success Manager deems the matter inappropriate, with approval from the Chapter Success Manager or through impeachment by the Eboard.

Section 7: Governing rules of the NSLS:

- The NSLS shall be empowered to add local 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.
- The NSLS 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.
- The Constitution, bylaws, and Standing Rules are the governing policies and principles of the NSLS.
- Current copies of the local chapter's bylaws and Standing Rules should be on file with the Chapter Success Manager and at the host institution.

ARTICLE VII

Meetings

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

- Upcoming speaker broadcast event dates shall be defined by the Chapter Success Manager and will be provided to the local chapters.
- Additional general body meetings may be held at the request of the President, any three NSLS Officers or the majority of NSLS members. Written notice of additional meetings shall be given to all members not less than one week prior to the meeting.

Section 2: Executive Board meetings shall be defined as Business Meetings, and shall be open to all members of the board and Committees.

- 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 term).
- Business meetings shall be listed 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. All business for the academic year must be concluded by the last general meeting of the year.

Section 3: Success Networking Team meetings shall be open to assigned members of each team.

- Success Networking Team meetings shall be facilitated within each team. Each team must hold a minimum of three Success Networking Team meetings per academic term.
- Success Networking Team meetings should be listed in the schedule of activities

ARTICLE VIII

QUORUM & VOTING

Section 1: Quorum is defined as the number of Officers or members that, when duly assembled, can conduct business. Quorum for any meeting (Executive Board, Committee or General Body) shall be 50% of the current members.

Section 2: Voting may be conducted by current members of the voting body (Executive Board, Committee or General Body) in good standing with the local and national organization. The President will vote only to break a tie. Simple majority shall decide all votes.

ARTICLE IX

ACTIVITIES OF THE LOCAL CHAPTER

- A schedule of activities shall be created and maintained by the local Chapter Officers.
- Schedules shall be distributed to all members at the beginning of each academic term, or upon becoming a member.

ARTICLE X

CHAPTER ADVISOR(S*)*

- The NSLS must maintain at least one Advisor(s), within the parameters outlined by the host institution, who must be a faculty or staff member employed at the host institution.
- The Advisor(s) shall ensure that the NSLS is operating in a fair and efficient manner and supervise the NSLS activities as outlined by the chapter's host institution.
- The Advisor(s) shall 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 academic term.
- The Advisor(s) shall attend at least one Orientation and one Induction.
- The Advisor(s) shall be familiar with all NSLS manuals and appendices.
- The Advisor(s) shall serve as a liaison with the host institution's administration, in addition to corresponding with the NSLS Chapter Success Manager as needed.

ARTICLE XI

MAINTAINING NATIONAL MEMBERSHIP

- To remain in good standing with the Chapter Success Manager, the local NSLS chapter must meet all provisions contained within the chapter agreement signed by the Advisor(s).
- Chapters that do not meet these provisions may be deemed inactive and have rights of national membership suspended until resolution is achieved, no longer receiving any benefits or privileges previously held.
- An inactive chapter can become active again upon satisfying all National requirements. The Chapter Leader(s) must work with the National Office to reach active status.

ARTICLE XII

DISSOLUTION STATEMENT

- The local chapter is responsible for any and all debts and credits owed to the host institution should the organization be dissolved for any reason.
- The Chapter Success Manager is not responsible for any local chapter debts or credits should the chapter be dissolved for any reason.