

# The National Society of Leadership and Success

## Bylaws

### ARTICLE I - NAME

The name of this organization shall be The National Society of Leadership and Success chapter of Clarion University of Pennsylvania, in accordance with the national name.

### ARTICLE II - PURPOSE

The organization is formed to build on and improve the leadership skills of Clarion University students and to bring a unique leadership society to the Clarion University of Pennsylvania campus. The benefits of this organization on campus will include peer to peer discussions, activities, and networking. The primary purpose of the National Society of Leadership and Success is to build leaders who make a better world and to develop students academically, personally, and professionally.

### ARTICLE III - MEMBERSHIP

Section 1 – The Clarion Chapter of the National Society of Leadership and Success is open to all Clarion University students of all class standings with a GPA of 2.5 or higher. In order to officially join, there is no set number of meetings to be attended. Questions regarding the organization can be directed to the advisors or any member of the executive board, however membership is offered through invitations rather than applications.

Section 2 – Members will pay a one-time fee of \$85 upon joining the Society in accordance with the national requirements.

Section 3 – Once a member has paid their membership fee, they are a member of the National Society of Leadership and Success for life. There are no conditions under which a member may be dismissed from the Society.

### ARTICLE IV – DUTIES AND ELECTIONS OF THE OFFICERS

\*\*\*Section 1 – The executive board shall include twelve positions. If necessary, one person may hold two similar positions such as Society Events Chair and Social Events Chair, so long as neither position is Vice President, President, Treasurer, Secretary, SNT Coordinator, or IT Coordinator. The positions and duties are as follows:

President:

- Oversee chapter

- Put in space requests to the university
- Contact National Office when necessary

#### Vice President:

- Act for President in his/her absence or request, or in the event the President is temporarily unable to serve
- Participate in Student President Conference Calls when President is unavailable
- Oversee committee chairs by providing them with needed tools and resources, as well as holding them accountable for their goals

#### Secretary

- Record minutes at executive board meetings
- Take attendance at Orientation, Speaker Events, and Leadership Training Day
- Enter attendance online in Members Area for aforementioned events
- Send email reminders regarding upcoming events and scholarship/award deadlines
- Participate in Student President Conference Calls when President and Vice President are unavailable

#### Treasurer

- Create bank account for chapter, either on campus or at a local bank with President and Advisor(s)
- Attend any necessary Student Senate financial meetings
- Create and manage budget for National Dues and any local expenses
- Work with Fundraising Chair to assess needed funds to support chapter
- Take lead in collecting and following up on local dues, if applicable

#### SNT Coordinator

- Reserve rooms for first three (3) SNT meetings for each group
- Schedule groups to meet every other week (at least)
- Room reservations should be confirmed at least one week before meetings
- Collect attendance from SNT groups after each meeting
- Send reminders to SNT members to submit reflections online
- Help facilitate first SNT meetings for each group
- Review SNT Meeting guide

#### Publicity Chair

- Oversee Publicity Committee

- Creatively advertise Society and events
- Work with IT Coordinator to maintain content for Society chapter's social media accounts
- Customize press releases for school newspaper

#### Fundraising Chair

- Oversee Fundraising Committee
- Develop fundraisers for chapter
- Society Internship Referral Program
- Fundraiser Events

#### IT Chair

- Create chapter e-mail address
- Apply for address with school
- Work with Publicity Chair to create chapter website
- Create social media accounts for the chapter
- Work with IT and AV departments on campus
- Make sure all events are provided with proper IT equipment

#### Society Events Chair

- Oversee Society Events Committee
- Reserve rooms and coordinate setup for events required for induction
- Order food, if necessary

#### Social Events Chair

- Oversee Social Events Committee
- Plan and implement social events
- Reserve space and coordinate setup for non-Society events
- Order food, if necessary

#### Membership Outreach Coordinator

- Recruit and oversee a Membership Outreach Committee
- Request a table or booth at campus events

Section 2 – The executive board members shall be decided by a vote of the members of the chapter. The vote shall be held at the end of spring semester during a meeting, before the

annual induction ceremony. The votes shall be counted by either the current secretary or a party not running for an executive board position, depending on the standing of the current secretary.

Section 3 – The majority vote that will decide the winner of elections shall be at least 51% of members.

#### ARTICLE V – ROLE OF CAMPUS ADVISOR

Section 1 – The advisor is selected by the organization president with input from the organization executive board. The role of the campus advisor is to oversee the organization and assure that the organization is operating under standards that Clarion University of Pennsylvania requires and are also in accordance with the National Society of Leadership and Success.

Section 2 – The advisor has the power to plan events, if necessary, intervene in operations, plan fundraising events, act as a liaison between the Society and the community, and contact the National Office.

#### ARTICLE VI – MEETINGS

Section 1 – Executive board will hold meetings biweekly. For members, we will hold events in accordance with the required steps for induction.

Section 2 – In order for an executive board meeting to be considered an official meeting, over 50% of the members must be present, meaning at least 7 of 12 members must be present.

Section 3 – The majority shall stand at 51% for the Society.

Section 4 – Executive board meetings, held biweekly, will be conducted using the Parliamentary procedure.

Section 5 – Special meetings will be called by the president of the organization if necessary. A notice should be given at least a week prior to the meeting. It does not need to be decided upon. Members should be notified via email or phone call/text message when applicable.

#### ARTICLE VII – FINANCES AND FUNDING

Section 1 – The chapter must pay dues to the National Office yearly. The amount of these dues is \$2,800.

Section 2 – No funds will be requested from Student Senate.

Section 3 – The chapter will be entirely self-supporting through fund-raising activities and credit programs through the National Office.

#### ARTICLE VIII – AMENDING, SUSPENDING, AND ACCEPTING

Should any circumstances arise that require an amendment to the Bylaws, the Executive Board shall vote on the amendment. All changes to the Bylaws must be approved by the Student Senate, the Vice President of Student Affairs, and the President of Clarion University.

#### ARTICLE IX – RATIFICATION

These Bylaws, and its amendments, shall become effective upon ratification by the members of the Clarion University chapter of the National Society of Leadership and Success and following the approval of the Student Senate of Clarion University of Pennsylvania, the vice president for student and university affairs, and the president of Clarion University.