



3. Committees shall be created as deemed necessary by the chapter. Any member can bring a proposal forward in new business.
 4. The proposal must identify how the committee will satisfy a need within the chapter; outline the committees' responsibilities and responsibilities of the Chair.
 5. 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.
 2. 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.
 3. 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).



THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

A Community of Leaders

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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 follow 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. **The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.**

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 is empowered to collect dues from members to build its finances. A proposal shall be brought forward at a regular business meeting. To enact dues, a majority vote of members is needed.

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

CHAPTER VII: AMENDING BYLAWS

Amendments shall be approved by a majority vote of the active -members.

- A. The local chapter shall be empowered to modify or enact additional Bylaws, with the approval of National Office and the host institution, in order to expedite, and ensure smooth operation of business.
- B. Individual members or a committee that has been appointed by the Executive Board to review the by-laws may bring amendments to the Executive Board. Amendments will be brought forward in new business and the matter will be open for no more than 10 minutes of presentation and discussion-then tabled until the next meeting. This allows time for members to review and become familiar with the recommendations. At the next meeting, during old business, the amendments will be brought back from the table, and opened for no more than 10 minutes of discussion before calling to question and voting.
- C. A majority vote of membership is needed to pass a new Bylaw.
- D. The Bylaw is ratified at that meeting after being successfully passed.
- E. A copy of the updated Bylaws should be sent to National headquarters.