



## **Constitution of the National Society of Leadership and Success at Brookdale Community College**

**Article I:** The name of this organization will be the National Society of Leadership and Success at Brookdale Community College; henceforth the established institution shall be referred to as “*The Society*”.

**Article II:** The Society’s purpose is to create a support group that will help aid college students achieve their goals and better their lives and in the process build leaders who create a better world.

**Article III:** Membership in this organization shall only be available to students of Brookdale Community College regardless of race, color, gender, sexual orientation, or political, ethnic, or religious affiliation. “*The Society*” shall not limit any member in the enjoyment of any right and privilege, advantage, or opportunity. A student of Brookdale CC shall be qualified for membership in the NSLS by obtaining at least a 3.0 GPA, have completed a minimum of 6 credits and a maximum of 30 credits at Brookdale Community College. Students must be matriculated into a degree-seeking program to be eligible, and must be at least 18 years of age as an additional requirement for membership. Society members pay a one-time registration fee of \$95, or as determined by the National Chapter. The fee includes all membership benefits, partner discounts, and a lifetime membership. Membership does not expire or need renewing. Once students accept their nomination to The Society, they are considered *pre-inducted members* with limited access to The Society’s benefits. When students complete all of their induction steps, they are considered *inducted members* of The Society with full access to our benefits.

**Article IV:** The Executive Committee

Section 1: The executive committee shall be made up of a President, Vice President, a Secretary, and a Treasurer. Committee positions include SNT Coordinator, Publicity Chair, Social Events Chair, Societal Events Chair, Fundraising Chair, and Community Service Chair.

Section 2: Elections for executive committee positions shall be held 3 weeks before the end of the spring semester during a regular meeting time. Members of the executive committee shall be appointed into office after a rigorous interview process. In order to be eligible for election to membership of the executive committee, a student must be a member of “*The Society*” and be in good academic standing, as defined by the Constitution of the Student Life Board.

Section 3a: Executive Committee Responsibilities

Subsection 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 Society meetings
- Engage in bi-weekly sessions with the Chapter Support 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
- Run at least one SNT series per semester

#### Subsection II: **Vice President**

- Acting for President upon his/her 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
- Report back to President and Advisors communicating needs or progress of Committee Chairs
- Run at least one SNT series per semester

#### Subsection III: **Secretary**

- Record minutes at Executive Board meetings
- Take attendance at Orientation, Speaker Events, and Leadership Training Day
- Enter attendance online in Member's Area for the events listed above
- Send email reminders about upcoming events, such as awards and scholarship deadlines
- Run at least one SNT series per semester

#### Subsection IV: **Treasurer**

- 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
- Run at least one SNT series per semester

### Subsection 3b: Committee Chair Responsibilities

#### Subsection I: **SNT Coordinator**

- Oversees the facilitation and completion of SNTs for chapter as well as trains and manages 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 report (must be submitted online in the Member's Area within 24 hours of each meeting)
- Run at least one SNT series per semester

#### Subsection II: **Publicity Chair**

- Oversee Publicity Committee
- Create and maintain content for all social media. Creatively advertise Society as well as specific events hosted by the chapter
- Reach out to professors, student organizations, athletics, and other groups on campus as a way of promoting The Society
- Customize provided press releases for school newspaper
- Create flyers
- Run at least one SNT series per semester

#### Subsection III: **Fundraising Chair**

- Oversee Fundraising Committee
- Develop fundraisers for the Chapter
- Society Internship Referral Program
- Sponsors (ask Chapter Support Manager for assistance with ideas as needed)
- Fundraising Events
- Run at least one SNT series per semester

#### Subsection IV: **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 Ceremony
- Take lead on ordering food if serving refreshments
- Run at least one SNT series per semester

#### Subsection V: **Social Events Chair**

- Oversee Social Events Committee
- Planning and implementing social events
- Reserve rooms and coordinate set-up for non-Society related events
- Take lead on ordering food if serving refreshments
- Run at least one SNT series per semester

#### Subsection VI: **Membership Outreach Coordinator** (*2 Coordinators May Be Needed if Chapter Has More Than 150 Members*)

- Recruit and oversee Membership Outreach Committee
- Divide member list among Committee so that each person has 10-20 members to establish and maintain a relationship with
- Create an outreach timeline with Committee
  - Within the week following Orientation, each Committee member should reach out to assigned members and ask if there are questions that went unanswered
  - During semester, have Committee reach out to their assigned members who are not attending events to “check-in” and see if everything is okay
- Request table or booth at campus involvement fairs to promote Society and membership

- Run at least one SNT series per semester

#### Subsection VII: **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
- Run at least one SNT series per semester

Section 4: In the event a Student Executive Board is not in place, the Chapter will continue to function as an Online Chapter of the NSLS until a Student Executive Board can be instituted.

Section 5: If any officer fails to fulfill their Executive Board duties, any active member or Chapter Advisor can forward written recommendation for impeachment to the Chapter Advisors. An impeachment meeting will be held and 2/3 of Executive Board must vote in favor of impeachment (the Executive Board member in question cannot vote) in order to impeach an Executive Board member.

#### **Article V: Meetings**

Section 1: General meetings are to be held at least one per month

Section 2: Executive committee meetings are to be held at least one per month

**Article VI:** A quorum for voting at a general meeting will be 2/3 of the active members present.

**Article VII:** Questions of parliamentary procedure shall be decided by forms laid down in *Robert's Rule of Order, Latest Edition*.

**Article VIII:** All monies of the organization shall be kept in a special account signed by the Associated Students of Brookdale Community College and the Office of Student Life and Activities. Use of allocated funds and earned income are governed by the ASBCC Finance Committee Guidelines. Authorized signatures for check disbursements will be kept on file with the ASBCC treasurer and updated as needed.

**Article IX:** The advisor shall be an employee of the Office of Career & Leadership Development. The duties of the advisor will be defined in the Brookdale Club and Organization Advisor Manual. The advisor may participate in all activities of the organization.

**Article X:** This organization shall abide by all applicable rules and regulations of the college and under the privileges as granted by the Associated Students of Brookdale Community College. The rules and regulations are found in such documents as the BCC Catalogue, the Student Handbook, as well as the general regulations of the college as provided by the Board of Trustees, as the State of New Jersey and the Federal Government.

**Article XI:** This Constitution may be amended by a 2/3 vote of the Executive Board. Before becoming effective, all amendments must be approved by the Student Life Board and Director of Student Life and Activities following procedure for recognition.