

CHAPTER CONSTITUTION

SIGMA ALPHA PI, THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

2016-2017

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PREAMBLE

For the purpose of assisting college students in creating the lives they desire, by helping students discover what they truly want to do, by 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, Sigma Alpha Pi has been founded.

ARTICLE I

NAME

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

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 Center for Student Activities and Involvement, Sigma Alpha Pi shall be a registered student organization at Millersville University. Sigma Alpha Pi shall comply with all local, state and federal laws, as well as all Millersville University regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

ARTICLE IV

NON-DISCRIMINATION

Sigma Alpha Pi agrees to comply with Millersville University's Non-Discrimination Policy stated below.

MEMBERSHIP

Section 1: Membership in the Society shall be open to all 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 Society'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 who 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 Society.

ARTICLE V

NATIONAL DUES

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

a. National dues for the 2012-2013 academic year are a one time fee of $85 per student.

a) Five dollars ($5) from each student's paid National dues is credited back to the chapter in an account controlled by the chapter advisor and National Officers.

b. National dues are subject to change at the discretion of the National Office.

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

a. Prospective members may apply and pay directly online via the Society website.

b. Prospective members may apply and pay by printing out the application form from the Society website, completing the form and sending it with a check for eighty-five dollars ($85) made out to "The National Society of Leadership and Success" to the National Office at 50 Harrison St., Suite 308, Hoboken NJ 07030 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.

ARTICLE VI

ORGANIZATION

Section 1: The Society's National Structure is composed as follows:

a) The Society is composed of a National Leadership Team and National Officers.

b) The National Officers are comprised of 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:

a. The Society Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Committee Chairs (Fundraising, Welcoming, Publicity, Recruitment, Events, and Community Service), Success Networking Team Coordinator, and Information Technology Coordinator.

b) 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 and Elections:

a) Elections for open positions shall take place each semester, at least six weeks prior to the end of the semester to allow adequate time for position transition and training.

b) The local Executive Officers are first narrowed by application and interview process, and then elected by simple majority vote of the chapter's current membership, held as follows either by in-person or online ballot.

1. In-person ballot:

i. At the meeting defined by the recruitment schedule members interested in Executive Board positions, who have passed an interview and met qualifications, will be slated for candidacy in the positions they have indicated interest. The Advisor(s) and President will prepare the slating ballot.

ii. 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 over by the Vice President or the next highest officer that is not a candidate. In the event that all current Executive Officers are campaigning, the Advisor(s) will preside over the elections.

iii. During the election for a particular position, candidates will introduce themselves and will be allowed up to two minutes to make a presentation of their qualifications. After all candidates have had an opportunity to present themselves, there will be up to twenty-five

minutes for questions. At the conclusion of the questions, a secret ballot election will be held. The votes will be tallied and the elected member will be announced.

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

2. Online Ballot:

i. Members interested in Executive Board positions, who have passed an interview and met qualifications, will be slated for candidacy in the positions they have indicated interest. The Advisor(s) and President will prepare the slating ballot in a survey format via zoomerang.com, surveymonkey.com or a similarly secure and confidential online polling service. Each candidate's information will include a personal statement of interest describing his or her qualifications for the position.

ii. The list of all current members will be downloaded from the Administration Area of the Society website, and then all emails uploaded to the survey service to allow all members an opportunity to vote.

iii. Voting shall last for a period of at least one week, and no more than three weeks. Any votes that do not occur within that time shall not be counted.

iv. Each position will be determined by a simple majority vote.

c) Should any office become vacant, the position will be announced to the general membership along with the process for application.

d) 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.

Section 4: Terms of Office:

a) Executive Officers shall begin their term in office upon their inauguration and may either conclude their duties at the next annual inauguration should there be no other applicants, or run for re-election should other accepted applicants wish to challenge the position.

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

A. ***Executive Board***

1. Serve as ex-officio members of all local Society committees.
2. Establish, implement, and review goals and objectives for Executive Board.
3. Grant initial approval of services, programs, and procedures of the Committees, recommending them to the Chapter Advisor(s) for final approval, or vetoing as deemed appropriate.
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 committee members.
7. Work with Chapter Advisor(s) to provide guidelines for funding 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 6.
10. Effect by majority vote, the recommendation for censure or removal of any Officer, Chair or Committee Member to the Advisor(s).
11. Undertake other actions that will benefit the Society, as guided by its mission and that are not in conflict with the Society constitution, bylaws, or the policies and procedures of the National Office and host institution.

B. ***President:***

1. Call special meetings of the Executive Board.
2. Determine slate of applicants to the Executive Board that will proceed to general election each year.
3. Appoint members to the Committees.
4. Appoint such officials, as s/he deems necessary for the expeditious conduct of his/her duties.
5. Propose new services, programs, and procedures to the appropriate member(s).
6. Maintain responsibility for chapter decisions only in the event that the Executive Board cannot convene.
7. Administer all affairs of the Society consistent with the Constitution and mission.
8. Guard and maintain the overall efficiency of Society meetings.
9. Report directly to the National Office.

C. ***Vice President:***

1. Convene special meetings of Committees.
2. Appoint such officials, as s/he deems necessary for the expeditious conduct of 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 of the chapter.

D. ***Treasurer:***

1. Recommend services, programs and procedures to the Executive Board or Advisor(s).
2. Recommend guidelines and oversee the Society financial operations.
3. Create and follow chapter budget that is approved by the Advisor, President and Vice President.

E. ***Committees:***

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 academic term from regularly scheduled meetings of the Society (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) and or the Executive Board.
2. The Advisor(s) and Executive Board 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. 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.

C. 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. Impeachment – Executive Officers and Chairpersons can be removed from office if two written warnings have not corrected the issue (except in extreme cases where less warnings may be deemed sufficient by the

Advisor). The member in question shall be notified of the intended procedure in writing with the statement of grievances 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 grievance. The matter will be brought to a vote by a secret ballot. A two-thirds affirmative vote for removal is required.

3. Dismissal – Any member can be dismissed if there are repeated violations or if the Advisor(s), host University or National Office deems the matter appropriate, 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 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.
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 and are subject to approval of the Constitution committee and the Student Senate.
D. Current copies of the local chapter's bylaws and Standing Rules should be on file with the National Office 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.

A. Upcoming speaker broadcast event dates shall be defined by the National Office and will be provided to the local chapters.
B. Additional general body 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 2: Executive Board meetings shall be defined as Business Meetings, and shall be open to all members of the board and Committees.

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 term).

B. 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.

C. All business for the academic 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 3: Success Networking Team meetings shall be open to assigned members of each team.

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

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

B. Schedules shall be distributed to all members at the beginning of each semester, or upon becoming a member.

C. Amendments to the schedule may be proposed by any Society Officer or member and will be approved upon a vote. Announcements of updates or changes shall be given as soon as possible to members.

ARTICLE X

CHAPTER ADVISOR(S)

A. The Society 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.

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) 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 semester.

D. The Advisor(s) shall attend at least an orientation, leadership training day, speaker broadcast, and an induction.

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

F. The Advisor(s) shall serve as a liaison with the host institution's administration, in addition to corresponding with the Society National Office as needed.

ARTICLE XI

MAINTAINING NATIONAL MEMBERSHIP

A. To remain in good standing with the National Office, the local Society chapter must meet all provisions contained within the chapter agreement signed by the Advisor(s).

B. 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.

C. An inactive chapter can become active again upon satisfying all National requirements. If a chapter has been inactive for longer than 2 years, a new application process for national membership must be completed.

ARTICLE XII

DISSOLUTION STATEMENT

A. 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.

B. The National Office is not responsible for any local chapter debts or credits should the chapter be dissolved for any reason.

C. Should the Organization dissolve, all funds shall be forfeited to the Student Senate, after any outstanding bills are paid.


THE NATIONAL SOCIETY
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