



THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS
CONSTITUTION FOR
THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS
SIGMA ALPHA PI

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

Section I: The organization has been established to create a support group that will help college students achieve their goals and thus better their lives.

Section II: The Society will abide by all EOU policies and guidelines relating to on or off campus activities which our club may sponsor or participate in.

Article III:

Membership

Section I: Any student in good standing with EOU and partnership schools can become a member of The Society.

There are no restrictions to being a member of The Society. A person can become a member by showing up at a meeting and expressing an interest in the group. A pending member shall be defined as any student who has paid their National dues. A full member shall be defined as any student who has paid their National dues and has attended at least 3 speaker events, 3 consecutive Success Networking Team, a Leadership Training Day, and has been inducted.

Section II: National dues are required for membership.

Section III: Any member of The Society can, at any time, voluntarily withdraw his/her membership from the organization.

Section IV: Grounds for Discipline

- Absences- three (3) or more unexcused absences per regular term from regularly scheduled meetings of The Society. (This is relevant only for Executive Board members and Committee Chairs).
- Violation of the Constitution
- Actions detrimental to the operation and/or reputation of The Society.

Section V: Discipline Procedures

- Any member of The Society may file a grievance with the Advisor.
- The Advisor will review the grievance and make recommendations for sanction for the approval of the Executive Board. In the event the matter is extremely sensitive it should be handled through the EOU Code of Conduct process, where policies supersede this Constitution.



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Section VI: Sanctions

- 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.
- Censure – a public admonishment within a business meeting. Member would lose voting privileges for the remainder of the term.
- Impeachment – Executive Officers and chairpersons can be removed from office if the above measures have not corrected the issue. The member in question shall be notified of the intended procedure in writing with the statement of charges 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 charge. The matter will be brought to a vote by a secret ballot. A two-thirds affirmative vote for removal is required.
- Dismissal – Any member can be dismissed if there are repeated violations or if the matter is deemed appropriate by the Advisor(s), through impeachment by the members.

Section VII: In keeping with EOU's policy of non-discrimination, The Society does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.

Article IV:

Officers

Section I: The Society shall be governed by four officers, although the organization reserves the right to create other positions upon demand (ad-hoc). Officially, these four officers will be called the President, Vice-President, Secretary, and Treasurer. These officers and any ad-hoc positions created by The Society will comprise the executive committee of The Society.

Section II: The President of The Society shall:

- Maintain working knowledge of the Constitution.
- Have knowledge of the objectives and procedures of The Society.
- Serve as the main executive contact with the National Office, completing all necessary paperwork, including annual report.
- Serve as ex-officio member of committees as determined by the Executive Board.
- Work with the Advisor(s) to ensure that other Officers, Chairs, and members are informed about meetings and programs through phone and email reminders as well as emailing the minutes and notes of committee meetings.
- Serve as a liaison by maintaining communication and encouraging collaboration among other student organizations, campus departments, and administrators.
- Schedule and preside over regular meetings of the Executive Board.
- Preside at The Society meetings.
- Prepare a report for each meeting.
- Work closely with the Advisor(s).
- Train new leaders that are replaced as a result of vacancies.
- Attend all events as deemed necessary by the Executive Board with approval of the Advisor(s).
- Hold an election discussion to go over proper procedures and questions for all elections as outlined by the Bylaws.



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- Acquaint the President-elect with the duties and responsibilities of the position.
- Be responsible for overseeing the allocation of funds process for the following year with the Treasurer.
- Participate in the monthly conference calls.

Section III: The Vice President of The Society shall:

- Preside over meetings when the President is absent or when the President relinquishes the Chair.
- Become acquainted with the President's plans for the year and be prepared to assume his/her duties and responsibilities.
- Be a host at meetings: check room arrangements, proper lighting, ventilation, etc; greet newcomers and see that they become acquainted with the rest of the members, see that guest speakers are properly recognized and introduced.
- Be of general assistance to the President, but not substitute for him/her.
- Attend all meetings of the Executive Board, The Society meetings, designated committees, and others as designated by the President.
- Prepare a report for each meeting.
- Meet monthly with Committee Chairs.
- Acquaint the Vice President-elect with the duties and responsibilities of the Office of the Vice President.
- Participate in the monthly conference calls in the President's absence.

Section IV: The Treasurer of The Society shall:

- Prepare financial reports for meetings.
- Receive and distribute funds upon authorization of the Executive Board within the guidelines established by EOU.
- Keep accurate records of income and expenditures.
- Prepare an annual budget for The Society with input from the Executive Board and Advisor(s).
- Coordinate all fundraising efforts for The Society.
- Prepare appropriate paperwork for requisitioning and payment of goods and services.
- Acquaint the Treasurer-Elect with the duties and responsibilities of the Office of the Treasurer.
- Work with the President in completing the allocation of funds process

Section V: The Secretary of The Society shall:

- Assume the position of acting President in the absence of the Vice President and President.
- Attend all meetings of the Executive Board, The Society meetings and those deemed necessary by the President.
- Work closely with the President to ensure the smooth operation of The Society.
- Record the minutes and attendance of the Executive Board and Society meetings
- Distribute minutes to members via e-mail or at the beginning of meeting.
- Maintain current record of addresses, phone number and e-mail addresses of all members
- Maintain schedule of activities for The Society.
- Be official contact for members' absences.
- Maintain an archive, in which all official correspondence, as well as minutes, reports and other information important to The Society, shall be placed.
- Send, receive, and distribute all official correspondence of The Society.
- Provide officers, committee chairs and members with all necessary papers and materials.



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- Read minutes of meetings and call the President's attention to unfinished business.
- Have on hand at each meeting an agenda, minutes of the previous meeting, lists of committees and reports, and a copy of the Constitution.
- Prepare a report for each meeting.
- Acquaint the Secretary-elect with the duties and responsibilities of the Office of the Secretary.

Article V:

Voting

Section I: Only members in good standing with the local organization are eligible to vote.

Section II: The President may vote only to break a tie.

Section III: Majority for voting is defined as 50% + one of the above present

Article VI:

Elections

Section I: Only members can hold elected positions within The Society.

Section II: Elections will occur in the middle of the spring term or as needed.

Section III: Nominations are held two weeks prior to the election meeting for that specific office.

Article VII:

Meetings

Section I: The Society has four types of meetings conducted:

- Video-broadcasts – as scheduled and open to all students.
- Success Networking Team meetings – determined by members as needed.
- Business meetings – held as needed as determined by executive board.
 - Only members can vote on business.
- Committee meetings – held as needed as determined by executive board.

Article VIII:

Finances

Section I: The Society plans to finance its activities by monies allotted to the organization through The Society national Chapter, EOU and fundraising.

Article IX:

Functions/Operations

Section I: 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.



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Section II: 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.

Section III: 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 by the advisor and the elected member will be announced.

Section IV: Only members attending the meeting will be allowed to vote.

Section V: 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).

Section VI: Nominations are held in the spring term or as needed, two weeks prior to elections. Any current member of the organization is eligible to make nominations.

Section VII: The votes will be by secret ballot with the advisor counting the votes. The winner is decided by majority vote.

Section IX: Officers will serve one term and elections will be held annually.

Section X: Officers can be impeached if after a written warning is issued, the problem is not corrected. The member in question shall be notified of the intended procedure in writing with the statement of charges 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 charge. The matter will be brought to a vote by a secret ballot. A two-thirds affirmative vote for removal is required.

Section XI: The role of the advisor shall be:

- To ensure that The Society is operating in a fair and efficient manner and supervise the The Society activities as outlined by EOU.
- To meet with the President a minimum of once a month during the regular academic year and the Executive Board a minimum of once per semester.
- To attend at least half of the chapter events during academic year.
- To be familiar with all The Society manuals and appendices.
- Serve as a contact with the Society National Chapter

Article X:

Constitutional Amendments

Section I: Amendments can be proposed by members or 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 by secret ballot.

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