

# Bylaws

## *Article I: Dues*

- Section 1 Any University Lebanese Club (ULC) that wishes to subscribe to the Lebanese Collegiate Network (LCN) Legislative Branch must pay a \$10 annual membership fee.
- Section 2 Individuals wishing to be a subscribing member to the LCN have no annual fee but must be associated with a ULC in the Legislative Branch.
- Section 3 Members who do not satisfy Article 1 Section 2 of these Bylaws shall be general members and as such, shall not be given the privileges of subscribing members. These privileges shall be defined by the Executive Board.

## *Article II: Procedure*

- Section 1 All actions, dealings, and/or meetings must adhere to the Parliamentary Procedures as dictated by the most recent version of the Robert's Rules of Order.
- Section 2 Refer to <http://www.rulesonline.com>

## *Article III: The Executive Board*

- Section 1 For the sake of brevity, the Executive Board will be referred to as the "Board".
- Section 2 The Board is composed of seven (7) elected Executive Officers. Each Board member is responsible for the organization of their respective committees. The Executive Officers are responsible for accomplishing the goals set forth in this Article for the fiscal year.
- Section 3 The Executive Officers cannot actively hold the office of a ULC President. Additionally, the Executive Officers cannot hold more than one Executive Officer during the same term.
- Section 4 The Executive Officers are encouraged to attract other members to form a committee that will aid them in completing their respective tasks throughout the year. Executive Officers are also allowed and encouraged to join committees other than their own.
- Section 5 The Board Officers are responsible for creating and maintaining written procedures of operation for their respective committees. At the end of each fiscal year, Board Officers shall record and document the significant lessons learned for their respective committee.
- Section 6 The responsibilities of the officers shall be as follows:

### **(1) President**

The President shall macro manage the Board and provide assistance when needed.

1.1 The President shall create and update all standard documents, and letters common to LCN.

1.2 The President shall ensure that monthly meetings occur for the Board.

1.3 The President shall proctor the monthly meetings. In the absence of the President, the President will appoint a Vice President to be the Presiding Officer.

1.4 The President shall be responsible for quality control of all Board publications and

announcements related to LCN.

**(2) Secretary**

The Secretary shall administer all LCN related documents.

2.1 The Secretary shall guarantee the meeting agenda is ready and to be distributed to the Board no later than one day before the meeting.

2.2 The Secretary shall have the President review the meeting minutes and agenda before distribution.

2.3 The Secretary shall record and distribute meeting minutes within three days of the board meeting.

2.4 The Secretary shall archive all LCN related documents.

**(3) Treasurer**

The Treasurer shall secure an approved budget by the Board to support all of and objectives of each year.

3.1 The Treasurer shall produce and secure a board approved annual budget.

3.2 The Treasurer shall prepare monthly financial reports tracking the budget's status.

3.3 The Treasurer shall store all LCN financial documents and provide the Secretary a copy of such documents.

3.4 The Treasurer shall actively solicit donations, raise funds, and be responsible for all LCN related financial activities.

3.5 The Treasurer shall ensure the accessibility of all LCN financial documents.

**(4) Vice President of Information Technology**

The VP of Information Technology (IT) shall plan, design, deploy, and maintain IT related projects that are essential for the operation of the organization.

4.1 The VP of IT shall create and maintain the official LCN website.

4.2 The VP of IT shall create a database of members registered with LCN and ensure the availability of such information in a secure manner.

4.3 The VP of IT shall ensure the ease and security of online communications among the Board.

4.4 The VP of IT shall support the IT needs of the Board as needed.

**(5) Vice President of Membership**

The VP of Membership shall oversee all LCN membership related duties.

5.1 The VP of Membership shall advertise activities, events, and goals to the membership.

5.2 The VP of Membership shall increase the membership of LCN by a Board approved projected percentage at the beginning of each year.

5.3 The VP of Membership shall be in frequent and direct contact with all ULC Presidents to strengthen their network and involvement within LCN.

5.4 The VP of Membership shall publish a quarterly newsletter and distribute to all members, ULC Presidents, and other organizations.

**(6) Vice President of Public Relations**

The VP of Public Relations (PR) shall publicize and promote LCN to the general public.

6.1 The VP of PR shall actively seek contacts in different media outlets.

6.2 The VP of PR shall promptly provide a press release for all events. The VP of PR shall submit all press releases to the Board two days prior to the tentative release date for approval.

6.3 The PR shall seek media presence at specified LCN events with board approval.

#### **(7) Vice President of Events**

The VP of Events shall plan all events relevant to LCN.

7.1 The VP of Events shall ensure that above all, The Annual LCN Convention is carried out every year in the month of March or April.

7.2 The VP of Events shall plan all details relevant to programs and events pending Board approval. This includes but is not limited to: venue selection, scheduling, ticket sales, and logistics.

### *Article VI: The Legislative Branch*

Section 1 The Legislative Branch is composed of all ULC Presidents. The Branch's authority is to vote on amendments to the Constitution or Bylaws as dictated by Article IX and to elect Board members during LCN elections as dictated by Article X. Each ULC President member represents one vote.

Section 2 The members of the Legislative Branch are encouraged to contact, interact, and work with one another throughout the year in order to promote the purposes of LCN.

Section 3 Voting rights are reserved for ULC Presidents that are officially recognized by their respective Universities. Official recognition is determined by the written Policy and the Procedures adopted by the Board.

### *Article VII: Board Meetings*

Section 1 The LCN Board Meetings shall occur on a monthly basis or as needed. A minimum of 72 hours notice is required for all scheduled board meetings.

Section 2 Emergency meetings may be held with less notice if no Board member objects.

Section 3 The President shall be responsible for scheduling and proctoring all LCN meetings.

Section 4 No Executive Board meeting may approve a motion without the presence of a quorum. A quorum is defined by the attendance of no less than 5 Executive Officers. A minimum of 5 affirmative votes is necessary to approve a motion.

### *Article VIII: The Term*

Section 1 The term of the fiscal year shall start June 1st and shall end May 31st.

Section 2 Each Executive Officer shall serve his/her position for one fiscal year with the possibility of being reelected for consecutive terms each fiscal year.

Section 3 The official transition of Officers will occur on June 1st.

### *Article IX: Amendments*

Section 1 Amendments to these Bylaws may be initiated by any member of the Board or Legislative Branch President no later than 45 days prior to the Annual LCN Convention. Such amendments must be submitted in written form during an LCN Board meeting.

Section 2 All submitted amendments must include no less than three signatures from current official ULC Presidents in order to be accepted by the Board.

Section 3 The Amendment shall be immediately adopted after five (5) affirmative votes from the

Board during a monthly Board meeting.

Section 4 Upon adoption, the VP of Membership shall notify the Legislative Branch defining the Bylaws amendment and the reason for the need.

Section 5 If an amendment is adopted by three ULC presidents, but is not passed by five (5) votes in the Executive Branch, then the ULC presidents can re-adopt the amendment and pass it by obtaining the endorsement of two thirds of the registered Legislative Branch.

### *Article X: Elections*

Section 1 The Legislative Branch shall vote on nominees for the Board at the Annual LCN Convention.

Section 2 The Board candidates may be self-nominated and/or nominated by any member. No Nominees may be President of a ULC during their term as Executive Officers.

Section 3 The existing Board shall appoint a three person Election Committee. The Election Committee shall not be composed of ULC Presidents or LCN Candidates.

### *Article XI: Vacancies*

Section 1 Unscheduled vacancies of the Board shall be filled for the unexpired term through unanimous appointment by the Board. A vacancy shall exist if the Officer dies, per Article XII resigns, or per Article XIII is impeached or removed.

Section 2 Until such appointment has been made, it shall be the duty of the President to fulfill or delegate the responsibilities of that position. During this time, the position will not have voting rights.

Section 3 After the appointment of a new Officer, the VP of Membership must inform the Legislative Branch. This process must be recorded during a monthly branch meeting.

Section 4 The new appointee shall continue to follow the same goals and descriptions of his/her specified role as outlined in these Bylaws.

Section 5 Filling an Executive Officer vacancy shall be the Board's main action item.

### *Article XII: Resignations*

Section 1 Any Executive Officer, who wishes to resign from the Board, must submit this request in writing.

Section 2 All LCN related assets, documents, or other pertinent LCN material and information as defined by the Board, must be returned or released to the LCN.

Section 3 The Board must fill this vacancy as dictated in Article XI.

### *Article XIII: Impeachment & Removal*

Section 1 Any Executive board member, who, during his /her term, has demonstrated incompetence in the performance of his /her duties as defined herein, is subject to impeachment and/or removal from office.

Section 2 All LCN related assets, documents, or other pertinent LCN material and information as defined by the Board, must be returned or released to the LCN.

Section 3 An impeachment of a Board member must be approved by a unanimous vote of the Executive Board, excluding the Officer being impeached, during an Executive Board meeting.

Section 4 No vacancy must exist during the impeachment process.

Section 5 The Board must fill this vacancy as dictated in Article XI.