

**Lebanese Collegiate Network
Western Regional Division**

Mission of the Western Regional Divisions

Article I: Name of Regional Division

Section 1: The name of the Regional Division of the Lebanese Collegiate Network shall be the Western Regional Division. For the sake of brevity, the title will be referred to as LCN-West

Article II: Objective

Section 1: The foremost purpose of the LCN-West shall be to fulfill the objectives of the national Lebanese Collegiate Network.

Section 2: The LCN-West shall be committed to fostering activities that positively project the image of the LCN.

Section 3: The LCN-West shall foster a strong and supportive relationship with their existing University Lebanese Clubs (ULCs) and LCN members.

Section 4: The LCN-West shall strive to establish new, active ULCs within the region and recruit new LCN members.

Article III: Membership and Dues

Section 1: Membership shall conform to the rules, policies, and guidelines set by the governing documents of the national LCN organization.

Section 2: Subscribing members of the LCN-West must be students or alumni that are sponsored, endorsed, or alumni of a University Lebanese Club from one of the following states:

LCN-West

1. Arizona
2. Alaska
3. California
4. Hawaii
5. Idaho
6. Montana
7. Nevada
8. Oregon
9. Utah
10. Washington

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11. Wyoming

- Section 3: There shall be no entrance fee for LCN-West.
- Section 4: Annual dues for each ULC within LCN-West shall be determined by the national LCN Executive Board.
- Section 5: Annual dues for members within the LCN-West shall be determined by the national LCN Executive Board.
- Section 6: Allocation amounts to the LCN-West from ULC subscription membership annual dues shall be determined by the national LCN Executive Board.
- Section 7: Allocation amounts to the LCN-West from Alumni and Student membership annual dues shall be determined by the national LCN Executive Board.

Article IV: Regional Board

- Section 1: For the sake of brevity, the Regional Board of the LCN-West will be referred to as the "Board".
- Section 2: The Board is composed of four (4) elected Officers. The Board includes the President, Vice President, Secretary, and Treasurer.
- Section 3: An Officer cannot actively hold the office of a ULC President.
- Section 4: An Officer cannot hold more than one office during the same term.
- Section 5: Each Officer has the authority to create Regional committees. Each Officer is strongly encouraged to seek participants to serve on these committees.
- Section 6: Each Officer is allowed and encouraged to join multiple committees.
- Section 7: Each Officer is responsible for creating and maintaining written procedures of operation for their respective committees as referenced in Article V.
- Section 8: The responsibilities of the Officers shall be as follows:
- (1) **President**
 - The President shall
 - 1.1 manage the Board and provide assistance when needed.
 - 1.2 create and update all standard documents, and letters common to LCN.

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- 1.3 ensure that monthly meetings at minimum occur for the Board.
- 1.4 be the Presiding Officer of each meeting. In the absence of the President, the President will appoint the Vice President to be the Presiding Officer.
- 1.5 be responsible for quality control of all Board publications, activities, and announcements related to LCN-West.

(2) Vice President

The Vice President shall

- 2.1 assist the President by overseeing each appointed committee and substituting as Presiding Officer whenever absent.
- 2.2 work to foster, create and develop ULCs.
- 2.3 work to meet the LCN activities quota.
- 2.4 work to publicize LCN activities to the general public.
- 2.5 appoint Ad hoc committees as necessary.

(3) Secretary

The Secretary shall

- 3.1 administer all LCN-West related documents.
- 3.2 guarantee the meeting agenda is ready and to be distributed to the Board no later than one day before the meeting.
- 3.3 have the President review the draft meeting agenda and draft minutes before distribution.
- 3.4 record and distribute meeting minutes within three days of the board meeting.
- 3.5 archive all LCN-West related documents.

(4) Treasurer

The Treasurer shall

- 4.1 secure an approved draft budget and list of goals in consultation with the national LCN Executive Board during the first meeting of the fiscal year.
- 4.2 prepare and submit financial reports during each monthly meeting.
- 4.3 actively solicit donations, raise funds, and be responsible for all LCN-West related financial activities.
- 4.4 prepare and organize all financial documents in preparation of an audit by a National LCN appointed audit committee. The Treasurer shall also fill out any national LCN templates as requested by the national LCN Executive Board.

Section 9: The national LCN Executive Board shall appoint an LCN-West Executive Director to serve their assigned Regional Division.

Section 10: The LCN-West Board shall confirm the appointment of the Executive Director by a simple majority vote.

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- Section 11: The Executive Director shall
- (1) be the liaison between the LCN-West and national Executive Board.
 - (2) have no voting rights, with the exception of the impeachment process as described in Article XV.
 - (3) attempt, in good faith, to attend all monthly LCN-West meetings.
 - (4) open up and maintain a bank account for LCN-West with the approval of the national LCN Executive Board.

Article V: Policies and Procedures

Section 1: The LCN-West Board shall adopt Policy and Procedures consistent with these Bylaws for the guidance of officers and members.

Section 2: These Policies and Procedures shall be referred to as “Policy and Procedure Manuals” also known as PPMs.

Section 3: 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.

Article VI: University Lebanese Club Presidents

Section 1: Voting rights are reserved for Presidents of subscribing ULCs within LCN-West that are officially recognized and are in good standing with the national LCN.

Section 2: The subscribing LCN-West ULC Presidents have authority to

- (1) vote on amendments to the LCN-West Bylaws as dictated by Article IX
- (2) elect LCN-West Board members during elections as dictated by Article X.

Section 3: Each subscribing ULC shall constitute one vote.

Section 4: All ULCs within LCN-West are encouraged to contact, interact, and work with one another throughout the year in order to promote the objectives of the LCN.

Article VII: Annual Business Meeting and Board Meetings

Section 1: The LCN-West Board shall host an annual meeting with their respective membership during the LCN Convention.

Section 2: The LCN-West shall make all efforts to attend the LCN Convention.

Section 3: The LCN-West shall heavily promote the LCN National Convention to the LCN membership.

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- Section 4: The LCN-West 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 5: Emergency meetings may be held with less notice if no Officer or the Executive Director objects.
- Section 6: The LCN-West Board meeting may not approve a motion without the presence of a quorum. A quorum is defined by the attendance of no less than three (3) LCN-West Officers.

Article VIII: Term

- Section 1: The term of the fiscal year shall be in accordance with the LCN Constitution.
- Section 2: LCN-West Officers shall serve his/her position for one fiscal year with the possibility of being reelected for consecutive terms each fiscal year.
- Section 3: LCN-West Executive Director shall serve his/her position for the number of fiscal years and terms as set by the national LCN Constitution.
- Section 4: LCN-West Officers shall assume office on June 1st.

Article IX: Amendments

- Section 1: Amendments to these Bylaws may be initiated by any member no later than 45 days prior to the Annual Business Meeting at the LCN Convention.
- Section 2: All amendments must be submitted in written form and include no less than three signatures from current official ULC Presidents within LCN-West in order to be accepted by the Board.
- Section 3: The Amendment shall be immediately adopted after three (3) affirmative votes from the LCN-West Board during a monthly Board meeting.
- Section 4: Upon adoption, the LCN-West Board shall request the approval from the national LCN Executive Board for the amendment.
- Section 5: Upon approval from the national LCN Executive Board, the LCN-West Secretary shall notify all members including the ULC Presidents within the Region. The notification must include a detailed summary and explanation of the amendment.
- Section 6: Should the amendment fail to pass, the LCN-West Secretary shall notify all members including the ULC Presidents within the Region. The notification must

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include a detailed summary and explanation of why and how the amendment failed.

Article X: Elections

Section 1: Subscribing ULC Presidents of LCN Central shall vote on candidates for the Regional Division at the national LCN Convention. Remote voting may occur if the ULC do not have a representative attending the convention. Only ULCs that subscribed before the LCN Convention will participate in the vote.

Section 2: Nomination forms and video speeches will be shared with the LCN membership one week prior to the convention. Remote voting must be submitted before the Regional Division Annual Business Meeting.

Section 3: An Election Committee will be responsible in organizing and collecting ballots, whether in person and remotely.

Section 4: The existing LCN-West Board shall appoint a three person Election Committee. The Election Committee shall not be composed of ULC Presidents, LCN-West Officers, or candidates.

Section 5: LCN-West candidates must be subscribing LCN members.

Section 6: LCN-West candidates are strongly encouraged to be present at the national LCN Convention during the election. Should the candidate be absent, they are still eligible to be elected.

Section 7: The LCN-West Board shall take an oath of service whether they are elected or appointed by the first meeting of the fiscal year.

Section 8: The oath shall be administered by the national LCN Executive Board President. If the President is not available, the oath may be administered by any national LCN Executive Board Officer.

Article XI: Vacancies

Section 1: A vacancy shall exist if the Officer dies, resigns, is impeached or removed.

Section 2: Unscheduled vacancies of the Board shall be filled for the unexpired term through unanimous appointment by the Board.

Section 3: Until such appointment has been made, it shall be the duty of the President to fulfill or delegate the responsibilities of that position. Should the Office of the

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President be vacant, the Vice President shall fulfill the duty of the President. During this time, the vacant position will not have voting rights.

Section 4: After the appointment of a new Officer, the Secretary shall inform the ULC Presidents and LCN Executive Board. This process must be recorded during a monthly meeting.

Section 5: The new appointee shall continue to follow his/her role as outlined in these Bylaws.

Section 6: Filling a vacancy shall be the Board's main action item.

Article XII: Resignations

Section 1: Any LCN-West Officer who wishes to resign from the Board must submit this request in writing.

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

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

Article XIII: Impeachment and Removal

Section 1: Any LCN-West Officer or Executive Director, 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: An impeachment of an Officer or Executive Director must be approved by a unanimous vote of the LCN-West Board, excluding the Officer being impeached during a Board meeting.

Section 3: In the case of an impeachment of an Officer, the Executive Director must confirm the impeachment by way of an affirmative vote and notify the national LCN Executive Board.

Section 4: In the case of an impeachment of an Executive Director, the national LCN Executive Board must appoint a new Executive Director for the Region.

Section 5: All LCN related assets, documents, and/or other pertinent LCN material and information as defined by the Board, must be returned or released to the LCN.

Section 6: No vacancy can exist during the impeachment process.

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Section 7: The Board must fill this vacancy as dictated in Article XI Vacancies.

Article XIV: Miscellaneous Provisions

Section 1: Privacy Policy

No part of the net earnings of the LCN-West shall inure to the benefit of any private shareholder or individual. No substantial part of the activities of the LCN-West shall engage in propaganda or otherwise attempt to influence legislation. The LCN-West shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office

Section 2: Dissolution

Upon dissolution of LCN-West, the assets remaining after the payment of the debts of LCN-West shall be distributed to the Lebanese Collegiate Network national organization, as they now exist or as they may hereafter be amended.

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