

# **Lebanese Collegiate Network Bylaws**

## **Article I      Name of Organization**

Section 1      The name of the organization shall be in accordance with the Lebanese Collegiate Network (LCN) Constitution.

## **Article II      Objective**

Section 1      The objective shall be in accordance with the LCN Constitution.

## **Article III      Membership and Dues**

Section 1      Any University Lebanese Club (ULC) that wishes to subscribe to the LCN must pay an annual membership fee of no more than \$50 per fiscal year. The annual membership fee for subscribing ULCs is determined by the national Board.

Section 2      LCN members shall be listed under one of the five member categories: Subscribing Student, Subscribing Alumni, General Student, General Alumni and General members.

Section 3      Alumni members must have a bachelor degree or equivalent.

Section 4      Subscribing Alumni members must pay an annual membership fee of no more than \$30 per fiscal year. The current Executive Board determines the annual membership fee for subscribing alumni.

Section 5      Student members must be enrolled in a college or university within the United States and be in pursuit of an undergraduate degree.

Section 6      Subscribing Student members must be enrolled in a university that has a subscribing ULC per this Article.

Section 7      A Subscribing Alumni must have graduated from, be endorsed by, or enrolled in a subscribing ULC per this Article. Their eligibility per year will be defined by their ULC subscriptions status.

Section 8      Those who have not attended or are not enrolled in a college or university shall be classified as General members.

- Section 9 General Student, General Alumni and General members shall not be given the privileges of subscribing members. These privileges shall be defined by the current Executive Board.
- Section 10 An endorsement (as referred to in Section 7) of an Alumni by a subscribing ULC shall require a written confirmation by that ULC President. The subscribing ULC shall determine the parameters of endorsement.
- Section 11 The Board may waive ULC and Alumni membership fees at their discretion.

## **Article IV Executive Board**

- Section 1 For the sake of brevity, the Executive Board will be referred to as the “Board”.
- Section 2 Each Board Member is responsible for the organization of their respective committees. The Board Members are responsible for accomplishing the goals set forth in this Article for the fiscal year.
- Section 3 The Board is encouraged to attract other members to form a committee that will aid them in completing their respective tasks throughout the year. The Board is also allowed and encouraged to join committees other than their own.
- Section 4 Each Board Member is responsible for creating and maintaining written procedures of operation for their respective committees as stated in Article V. At the end of each fiscal year, each Board Member shall record and document the significant lessons learned for their respective committee(s).
- Section 5 The responsibilities of each office shall be as follows:

### **(1) President**

The President shall:

- 1.1 macro manage the Board and provide assistance when needed.
- 1.2 create and update all standard documents, and letters pertaining to LCN.
- 1.3 ensure that monthly meetings are scheduled for the Board.
- 1.4 preside over the monthly meetings. In the absence of the President, the President will appoint a Vice President to be the Presiding Officer.
- 1.5 be responsible for quality control of all Board publications and announcements pertaining to the LCN.

### **(2) Secretary**

The Secretary shall:

- 2.1 administer all LCN related documents.
- 2.2 ensure the meeting agenda is distributed to the Board one day before the meeting.

- 2.3 have the President review the meeting agenda and minutes before distribution.
- 2.4 record and distribute meeting minutes within three (3) days of the board meeting.
- 2.5 archive all LCN related documents.
- 2.6 ensure all corporation Statements of Information documents are properly filed with the California Secretary of State.

### **(3) Treasurer**

The Treasurer shall:

- 3.1 secure an approved annual budget by the Board to support all fiscal year objectives.
- 3.2 prepare monthly financial reports tracking the budget.
- 3.3 archive all financial documents and provide the Secretary a copy of such documents.
- 3.4 actively solicit donations, raise funds, and oversee all financial activities.
- 3.5 ensure the accessibility of all financial documents to the Board and membership.
- 3.6 appoint a committee to complete a financial audit of the previous fiscal year.
- 3.7 ensure taxes are filed as necessary.

### **(4) Vice President of Membership**

The VP of Membership shall:

- 4.1 oversee all membership related duties.
- 4.2 advertise activities, events, and goals to the membership.
- 4.3 seek to increase the membership of the LCN by a Board approved projected percentage at the beginning of each year.
- 4.4 be in frequent and direct contact with all ULC Presidents to strengthen their network and involvement within the LCN.
- 4.5 create a database of members registered with LCN and ensure the availability of such information is secured.

### **(5) Vice President of Public Relations**

The VP of Public Relations (PR) shall:

- 5.1 publicize and promote the LCN to the general public.
- 5.2 seek contacts in different media outlets.
- 5.3 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.
- 5.4 seek media presence at specified LCN events with board approval.
- 5.5 maintain the official LCN website.
- 5.6 support the Information Technology needs of the Board.
- 5.7 publish newsletter(s) for distribution to all members, ULC Presidents, Regional Division Board Members, and other organizations.

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

The VP of Events shall:

- 6.1 oversee all LCN-related events.
- 6.2 ensure that, above all, the Annual LCN Convention is carried out every year in the month of March or April.
- 6.3 plan details relevant to programs and events pending Board approval. This includes but is not limited to venue selection, scheduling, ticket sales, and logistics.

## **Article V Policies and Procedures**

- Section 1 The LCN 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 referred to 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 Subscribing ULC Presidents have the authority 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 subscribing ULC represents one (1) vote.
- Section 2 Subscribing ULC Presidents and members are encouraged to contact, interact, and work with one another throughout the year in order to promote the mission of the LCN.
- Section 3 Official recognition is determined by the written Policy and Procedures adopted by the Board.

## **Article VII Annual Business Meeting and Board Meetings**

- Section 1 The Annual Business Meeting shall be in accordance with the LCN Constitution.
- Section 2 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 3 Emergency meetings may be held with less notice if no Board Member objects.
- Section 4 No Board meeting may approve a motion without the presence of a quorum. A quorum is defined by the attendance of no less than four (4) Board Members.
- Section 5 A minimum of four (4) affirmative votes is necessary to approve a motion.

## **Article VIII Term**

Section 1 The term of the fiscal year shall be in accordance with the Constitution.

## **Article IX Amendments**

Section 1 Amendments to these Bylaws may be initiated by any member of the LCN 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 (3) President signatures from different subscribing ULC Presidents in order to be accepted by the Board.

Section 3 The Amendment shall be adopted after four (4) affirmative votes from the Board during a monthly Board meeting.

Section 4 Upon approval of the Amendment, the Vice President of Membership shall notify all members including subscribing ULC Presidents and Regional Division Officers. The notification must include a detailed summary and explanation of the amendment.

Section 5 Should the Amendment fail to pass, the Vice President of Membership shall notify all members including subscribing ULC Presidents and Regional Division Officers. The notification must include a detailed summary and explanation of how and why the amendment failed.

Section 6 If an Amendment is not passed by the Board, then the ULC Presidents can re-adopt the amendment and pass it by obtaining the endorsement of two thirds of the subscribing ULC Presidents.

## **Article X Elections**

Section 1 Elections shall be held in accordance with the Constitution.

## **Article XI Vacancies**

Section 1 A vacancy shall exist if the Board Member dies, resigns, or is impeached and 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 President be vacant, the Secretary shall fulfill the duty of the President. During this time, the position will not have voting rights.
- Section 4     After the appointment of a new Board Member, the Vice President of Membership must inform all members including the subscribing ULC Presidents and Regional Division Officers. This process must be recorded during a monthly Board meeting.
- Section 5     The new appointee shall continue to follow the same goals and descriptions of his/her specified 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 Board Member 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 and Removal**

- Section 1     Any 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     An impeachment of a Board Member must be approved by a unanimous vote of the Board, excluding the Board Member being impeached, during a Board meeting.
- Section 3     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 4     No vacancy can exist during the impeachment process.

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

## **Article XIV Regional Divisions**

Section 1 Management and coordination of the Regional Divisions shall be in accordance with the Constitution.

## **Article XV Miscellaneous Provisions**

Section 1 Privacy Policy shall be in accordance with the Constitution.

Section 2 Dissolution process shall be in accordance with the Constitution