

BYLAWS of S.H.I.N.E., NCSU Chapter

(Students Helping In Neighborhoods Everywhere)

ARTICLE I – NAME, PURPOSE

Section 1: The name of the organization shall be: S.H.I.N.E., an acronym for Students Helping In Neighborhoods Everywhere.

Section 2: The purpose of the organization shall be to increase community interaction through school involvement, as well as to instill the moral characteristics in its members necessary to become product leaders in the school. More specifically, the Corporation (S.H.I.N.E.) is organized to serve as a student organization which completes various community service and fund raising projects.

ARTICLE II – MEMBERSHIP

Section 1: Membership. Membership shall be obtained through a one-semester initiation process for non-council members. Membership shall be granted upon meeting required attendance at three of the five semester business meetings as well as the evidence of dedicated participation in planned events.

Section 2: Fees. Members of the Chapter shall pay a \$5 fee per semester, due by the second Chapter business meeting (totaling \$10 per year).

ARTICLE III – MEETINGS

Section 1: Council. The Council is responsible for overall policy and direction of the Chapter. The Council shall have up to eight and not fewer than three members. Each Council member shall provide weekly updates to the Chapter Director. Council members shall also maintain a record of their efforts to be given to newly elected members. The Council receives no compensation other than reasonable expenses. The Council will provide a report to the Nation Office each quarter, due to arrive by the first of the following months: October, January, April, and June. These reports shall include treasury reports, brief project descriptions, upcoming events, and any other such information deemed necessary. These reports shall be written by the Council and shall be signed off by the Advisor.

Section 2: Meetings. The Council shall meet at least monthly, at an agreed upon time and place. The Chapter shall meet monthly at an agreed upon time and place. Council members, Chapter members, and future members shall attend said monthly meetings.

Section 3: Council Election. Election of new directors, current directors, and/or council heads to a second term will occur as the first item of business at the fourth Chapter meeting of the spring semester. These members will be nominated and elected by a majority vote of the Chapter members through a closed ballot system. Nominations for Director must have been a Council member for at least one year prior to taking Director position.

Section 4: Terms. All Council members shall serve 1-year (2-semester) terms but are eligible for re-election.

Section 5: Officers and Duties. The officers of the Council shall include (but are not limited to) Director, Assistant Director, Treasurer, Secretary/Publicist, Program Coordinator, and Recruiting Officer. Their Duties are as follows:

The Director shall convene regularly scheduled Council and Chapter meetings and oversee the responsibilities and duties of all Council members. Furthermore, she/he shall delegate additional responsibilities to other Council members.

The Assistant Director shall be responsible for supporting the Director in any and all of his/her responsibilities. Furthermore, the Assistant Director shall keep records related to requirements for membership as noted in the bylaws.

The Treasurer shall be responsible for documenting and keeping accurate records of all monetary transactions within the Chapter. In addition, she/he shall also make a treasury report at each Council meeting, assist in the preparation of the budget, help develop fund raising plans, and make financial information available to Chapter members and the public. This individual will also be responsible for sponsorship information.

The Secretary/Publicist shall be responsible for keeping records of Council actions, including overseeing the recording of Council and Chapter meetings, sending out meeting announcements to Chapter members, and assuring that Council records are maintained. Additionally, she/he shall ensure that sufficient public notification is given for all Chapter events and projects.

The Program Coordinator shall be responsible for organizing all Chapter events as decided upon by the Council. She/he shall also promote said Chapter events throughout the school and community.

The Recruiting Officer shall be responsible for the recruitment of new Chapter members. She/he shall be responsible for producing flyers or announcements regarding Chapter meetings in order to encourage outside involvement.

Section 6: Vacancies. Vacancies on the Council shall be filled through nominations by Chapter members according to the pre-determined guidelines for election. Nominations shall be sent to the Director two weeks prior to the next Chapter meeting and members will vote at said meeting.

Section 7: Resignation, Termination, and Absences. Resignation from the Council must be provided in writing and received by the Secretary/Publicist. A Council member shall be dropped from the Council if she/he has two unexcused absences from scheduled meetings in a semester. A Council member may be removed for other reasons by a 2/3 vote of the remaining Council members.

ARTICLE V – COMMITTEES

Section 1: All committees of this Chapter shall be appointed by the Council and their term of office shall be for a period of one year or less if sooner terminated by the action of the Council. An ad-hoc committee may be formed by the Council at any time.

ARTICLE VI – CONTRACTS, LOANS, CHECKS, AND DEPOSITS

Section 1: Contracts. The Council will go through the organization's Board of Directors, obtaining the Board's permission, before entering into any contract in the name of the organization.

Section 2: Loans. No loans shall be obtained by the Council of this Chapter unless authorized by the organization's Board of Directors.

Section 3: Checks, Drafts, or Orders. All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness shall be signed by such officer or officers, agent or agents of the Council and in such manner as from time to time shall be determined by resolution of the Council. Any such transactions shall be noted and recorded by the Treasurer.

Section 4: Deposits. All funds of the Chapter not otherwise employed shall be deposited from time to time to the credit of the Chapter. The Council shall select such banks, trust companies, or other depositories to be used by the Chapter.

ARTICLE VII – FISCAL YEAR

Section 1: The fiscal year of the Chapter shall consist of two consecutive semesters, existing from the first day of fall semester through the last day of spring semester as determined by the NCSU calendar.

ARTICLE VIII – AMENDMENTS

Section 1: Amendments. Council members may amend the bylaws of this Chapter through unanimous vote among all current Council members.