

NC STATE UNIVERSITY

January 8, 1999

William R. Parnell
c/o Business Leaders Council
P.O. Box 5472
Raleigh, NC 27650

Student Organization Resource Center
3101 Talley Student Center
Campus Box 7306
Raleigh, NC 27695-7306

919.515.3323
919.515.7473 (fax)

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges accorded by that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability that may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds and gives you certain on-campus solicitation privileges. Additionally, this status enables you to link your student organization's homepage to the University's Web, and to access the services provided by the Student Organization Resource Center.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

We look forward to working with you. Good luck with your new group.

Sincerely,



T. Michael Wallace
Coordinator, Student Organization Resources

cc: Jenny Chang, Student Government
Randy Colby, Reservations, Talley Student Center
Gina Barrow, Registration and Records
Harry Nicholas, Computing Center
Allison Trabucco, Student Development

UNIVERSITY ENTREPRENEURSHIP NETWORK At North Carolina State University

**2016C EBII, Centennial Campus
Attn: Autumn Teal/ Kaitlin Kovary
Raleigh, NC 27695**

Amended 01.06.09-KMK

ARTICLE I: NAME

This club shall be known as the University Entrepreneurship Network at NC State.

ARTICLE II: PURPOSE

The Entrepreneurs Club will be an organization for all NC State students. It will foster the use of entrepreneurial thinking to help students develop the skills necessary to become successful leaders, as well as provide opportunities to think and act entrepreneurially. By bringing in experienced speakers, offering seminars to address relevant topics and provide capstone project applications, the organization will help to create awareness of entrepreneurship and develop an entrepreneurial culture at NC State. Additionally, the organization will offer students the opportunity to participate in community service, develop their network of contacts, and a plethora of leadership positions.

ARTICLE III: MEMBERSHIP

The membership of this organization will be open to anyone who is a registered student in good standing at NC State University. All members should be individuals who are interested in developing themselves as entrepreneurial thinkers and leaders. An organization member considered to be in good standing shall have paid membership dues, missed no more than two (2) meetings per semester without an excuse pre-approved by the Secretary and shall have attended either the two Club group events or one of the group events and completed another community service project on their own, and shall not have been dismissed from Officer Board. Proper documentation must be given to the Community Service Chair to assess the validity of the project undertaken outside of the Club's group events. An excused absence shall closely adhere to those detailed within the University Policy for Absences.

ARTICLE IV: OFFICERS

Section 1: The officers of this organization shall be President, Vice President, Marketing Director, Secretary, and Treasurer, who shall be elected annually by the completion of each academic year. All officers shall hold office for one year or until their successors are duly elected or appointed as provided in the Bylaws. In the event that any of these offices become vacant for any reason whatsoever, the Club will elect a new Officer to fill the position, by following Election Procedures, who will fill the position for the remainder of the current term. If the vacant position is not filled, the President must delegate out the duties of the missing position to be fulfilled by the current officers.

Section 2: The **President** shall serve as the Executive Officer of the Club, preside at all meetings of membership, be an ex-officio member of all committees, exercise general supervision over affairs of the Club, be responsible for all correspondence pertaining to any events, will oversee any type of organization entrepreneurial applications project, and perform such other duties as are ordinarily incumbent upon a president and such other duties as may be assigned to them by the Club Advisor. He or she shall represent the Club in all relations with the Entrepreneurship Education Initiative or any campus/community activities requiring presidential representation of the Club.

Section 3: The **Vice President** shall preside at all meetings of membership, be an advisor to the Community Service Chairman, shall oversee and coordinate all activities pertaining to the applications project that the President has delegated, shall perform such duties as are ordinarily incumbent upon Vice Presidents and such other duties as may be assigned to them by the President or Club Advisor. The Vice President shall serve in place of the President if President is unable to fulfill their duties and/or responsibilities.

Section 4: The **Marketing Director** shall preside at all meetings of membership, be an ex-officio member of the Events Committee, be responsible for recruitment activities and marketing of the Club, shall coordinate and manage all activities pertaining to the advertising or marketing of the Club or its activities, shall coordinate with the Events Chair to plan and carry out such activities, shall perform duties as may be assigned to them by the President or Club Advisor. The Marketing Director will oversee the website development and management, or delegate duty out if best fit to do so.

Section 5: The **Secretary** shall keep and maintain all records of membership, attendance, minutes of all membership meetings, including meeting powerpoints, handouts, and agenda, in the form and manner prescribed by the Club Advisor, and shall conduct any correspondence as may be required by the President and Club Advisor. He or she shall also maintain and manage all of the aforementioned documents and records, and generally perform such duties as are ordinarily incumbent upon a secretary.

Section 6: The **Treasurer** shall develop and maintain a budget, shall manage all incoming and outgoing funds in the form and manner prescribed by the Club Advisor, shall serve as an ex-officio member of the Fundraising Committee. He or she shall submit regular financial statements in the form, manner and frequency prescribed by the Club Advisor, prepare an annual statement for review by the Club Advisor and generally perform such duties as are ordinarily incumbent upon a Treasurer.

Section 7: The Club Officers are to participate in Organizational Officer weekly meetings.

Section 8: The Club Advisor can amend or expand these duties as needed.

ARTICLE V: CLUB ADVISOR

Section 1: There shall be a Club Advisor, which shall be a faculty or staff member of the Entrepreneurship Initiative. The Club Advisor will have no limitations of term of position; term shall be set by individual filling the position.

Section 2: The Club Advisor shall have control and management of the Clubs activities, determine all Policies, partake in electing or disciplining members, and generally supervise the affairs of the Club.

Section 3: The Club Advisor shall have the option to attend any Officer or general membership meetings.

ARTICLE VI: ELECTION PROCEDURE

Section 1: On or before March 15th, the President shall, with the approval of the Club Advisor, announce the acceptance of nominations for all Officer Board and Chairmen positions. Each nomination shall be submitted in writing, with acceptance of nominee to be placed into any Officer position, no later than fifteen (15) days thereafter.

Section 2: Upon receipt of the accepted nominations, the President shall send to each nominee and Officer a note stating the date(s) of interviews for all Officer Board positions, which date shall not be later than April 15.

Section 3: Outgoing officers shall be responsible for conducting interviews of incoming officer candidates. In addition to the outgoing officer interviewing the incoming officer for each respective position at least one (1) other officer and/or the Club Advisor shall be present for the interview, during which a candidate will be placed into one of the five (5) Officer Board positions upon agreement of Officers and Club Advisor.

Section 4: Succeeding Officer Board and Chairmen will be instated at last Club meeting of the academic year, or no later than April 30, on which date all officers shall assume the responsibilities of their respective offices.

Section 5: No President of this Club who has served a full term as President shall be eligible to serve the succeeding year as President.

Section 6: Only members in good standing (see Article III) shall be eligible to hold office or be involved in the Electing Procedure, which includes offering nominations.

Section 7: Position of Fundraising Committee Chairman shall be elected solely by Club Advisor. Nominations shall be accepted from Club members. Upon acceptance, nominees shall be interviewed and a candidate selected by Club Advisor.

ARTICLE VII: MEETINGS

Section 1: Regular weekly meetings of the Club shall be held on Wednesday at such time and place as may be determined by the majority of the Club members.

Section 2: Special meetings may be called by the President, or by the Secretary upon receiving a written request by at least five (5) members in good standing, provided that every member shall have received, at least three (3) days prior thereto and in writing, notice of such special meeting stating the nature of the business to be transacted at said meeting. No other business may be transacted at such meeting.

ARTICLE VIII: REVENUE & FUNDRAISING

Section 1: The position of Fundraising Committee Chairman shall be the only person, in conjunction with the Club Advisor and Treasurer, with permission to solicit monetary donations to be used for club activities. Said position will be selected solely by Club Advisor as stated in Article VI, Section 7.

Section 2: Members of Fundraising Committee shall be permitted to solicit itemized donations, not in the form of monetary donations, to be used for club purposes, in conjunction with the Treasurer and Club Advisor.

Section 3: All revenue shall be reported and/or given to the Treasurer for management.

Section 4: The Club Advisor may plan or recommend the raising or accumulation of revenue from sources other than those planned by Fundraising Committee.

Section 5: All funds, to which the public or members have contributed for the specific purposes of financing charitable, educational, or civic activities of the Club, shall be used solely for those purposes and separate records of such funds, shall be maintained.

Section 6: The fiscal year of the Club shall be from May 1 of each year until April 30 next following.

ARTICLE IX: COMMITTEES

Section 1: The Club Advisor shall, in conjunction with the President, determine the number and purpose of all special and standing committees necessary to the achievement of the purposes of this Club.

Section 2: Nominations for Chairmen positions will be accepted from the Club members and positions will be filled in accordance with Article VI. Appointments shall be made no later than April 30 as stated in Article VI, Section 4.

Section 3: The **Fundraising Committee** shall be responsible for establishing all fundraising goals and plans, and a strategy to reach such. The Committee shall also be responsible for documentation of said processes and results for all fundraising activities. Members of said Committee are only Club members eligible to discuss fundraising, as it relates to Club activities, with external contacts. No Club member is eligible to discuss monetary donations to Club without prior approval from Club Advisor. The Fundraising Committee shall work hand-in-hand with the Treasurer.

Section 4: The **Events and Activities Chairman** shall be responsible for coordination and planning of all Club events and activities.

Section 5: The **Community Service Chairman** shall be responsible for seeking out community service opportunities for which all Club members are eligible to participate

and relaying such information to Club and shall maintain records of all members' community service hours completed with the Club.

Section 6: The **Media and Public Relations Chairman** shall be responsible for creating and collaborating media and marketing material. The Media and Public Relations Chairman shall work hand-in-hand with the Marketing Director.

Section 7: The **Speaker/Seminar Committee** shall be responsible for the creation of ideas for speaker and seminar events. Committee Chairman shall be responsible for all correspondence pertaining to any speaker and/or seminar event.

Section 8: The Club Officers and Committee Chairmen are to participate in Organizational Committee bi-monthly meetings.

Section 9: The Club Advisor and President can amend or expand these duties as needed.

ARTICLE X: OFFICER REMOVAL PROCESS

Section 1: In the event an officer is not fulfilling their Officer contract, the remainder of the Officer Board and/or Club Advisor has the option to remove said Officer from their position.

Section 2: On First offense, all Officers other than mentioned Officer shall report concern in writing to Club Advisor, listing all details. Club Advisor shall then make responsible Officer aware of document.

Section 3: On Second Offense, all Officers other than mentioned Officer shall report concern in writing to Club Advisor, listing all details. The Club Advisor shall then call a hearing for all Officers to participate in.

Section 4: On Third Offense, all Officers other than mentioned Officer shall report concern in writing to Club Advisor, listing all details. The Club Advisor shall then make mentioned Officer aware of dismissal from Officer Board.

Section 5: In the event of an Officer wishing to resign from the Board, they shall submit in writing to the Club Advisor their resignation. The Club Advisor shall then report to the Officer Board and the Club the resignation of aforementioned Officer. See Article IV, Section 1.

Section 6: The Club Advisor shall reserve the right to remove any officer at any time at their sole discretion.

Section 7: Failure by any Club Officer to adhere to the University Honor Code will result in immediate dismissal.

ARTICLE XI: RULES FOR REMOVED OFFICERS

All removed officers, upon dismissal, from the Club Officer Board shall not list their Officer position on any external materials (i.e. résumés), shall not hold any Officer or Committee positions with the Club, shall not be listed in good standing with Club.

ARTICLE XII: MISCELLANEOUS

Section 1: A Club member said to be in good standing shall have missed no more than two (2) meetings per semester without an excuse pre-approved by the Secretary and shall have attended either the two Club group events or one of the group events and completed another community service project on their own, and shall not have been dismissed from Officer Board. Proper documentation must be given to the Community Service Chair to assess the validity of the project undertaken outside of the Club's group events. An excused absence shall closely adhere to those detailed within the University Policy for Absences.

Section 2: Those members listed not in good standing shall not be allowed to vote or hold any leadership position within the Club.

Section 3: All Club members and Club Advisor shall adhere to rules set forth by the Student Organization Resource Center for all Student Organizations, as well as the University Honor Code.

Section 4: Amendments to the by-laws shall be presented by members of the club in writing to the Secretary and read at a general membership meeting. All members must be aware of amendment before implementation. A majority of 2/3 of the members present and voting shall be required for implementation of change.

NAME CHANGES 9/99

UNIVERSITY ENTREPRENEUR NETWORK

~~Business Leaders Council~~

Purpose:

To educate further NC State students and faculty, and the Raleigh community about entrepreneurial activities, by bringing distinguished speakers to the University for mutual benefit of students, faculty, and business professionals.

Membership Requirements:

A student of faculty member at NC State University.

Officers:

W. Randal Parnell Chairman
Over see all aspects of the club.

Damon N. Hughes Vice Chair
Web page, professional letters

Tim W. King Treasurer
Printing, other professional set up

Election procedures:

The officers will be elected the last meeting every fall for the next school year, to serve a full school year.

Dues:

No dues are required for this semester.

Amending Constitution and By Laws:

The student officers will vote the majority rule.

Meeting requirements:

You have to attend 3 meetings a semester.