

Constitution of Nonprofit Leadership Alliance

Preamble

The Nonprofit Leadership Alliance at IU is a community of students dedicated to professional development through diverse service, educational opportunities, and local and national networking to become leaders in the nonprofit sector.

Article I: Membership

Active Members will be defined as any undergraduate students at Indiana University who attend and participate in regular meetings.

Active Members may hold leadership positions, participate in committees, and vote in annual NPLA elections.

All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon the personal religious beliefs, personal values, or moral reserve as defined by that member.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

President

The duties and responsibilities of the President shall include, but are not limited to the following:

The NPLA President is responsible for ensuring that all Executive Committee Positions are carried out well, that members are supported, that NPLA meetings and planning are done effectively and efficiently. The President will carry out the following roles.

- Set NPLA meetings times each semester
 - Before class resumes, meet with the executive team to discuss a meeting time.
 - Set the meeting time before members return to campus for class
- Plan and facilitate monthly NPLA all-member meetings and biweekly or weekly Executive Committee Meetings
 - Create meeting agendas
 - Get input from the Executive Committee members, Campus Director and Graduate Assistants when necessary
 - Work with the Graduate Assistant to plan development workshops,

- speakers, and learning opportunities for all NPLA students
- Plan and maintain an up-to-date calendar of events
- Support all Executive Committee members
 - Have periodic check-ins with all Executive Committee members to ensure that all tasks are being completed (fundraising plans, service projects, recruitment, etc)
 - Help Executive Committee members reflect on their progress with their positions
- Make sure NPLA is following its constitution and updating the constitution when necessary
- The President will find a volunteer who will act as the National Office liaison
- Serve on Community Council, attending meetings and giving student report to members at each meeting
- Attend IU Student Activities Office campus organization meetings as NPLA representative and other IU meetings as necessary
- Update President's binder yearly, including hard copies of agendas for the past year and electronic copies of any relevant material

Vice President

The duties and responsibilities of the Vice President shall include, but are not limited to the following:

- Oversee student recruitment and marketing efforts and goals
 - Design recruitment plan for the year with group input
- Maintain a connection with new students
 - Help new people to feel welcome at meetings
 - Check-in with new people to see if they have questions
 - Meet with new/prospective members to discuss certification requirements
- Assist President with yearly calendar planning and meeting planning
- Assist President with support of other Executive Committee members and Chairs
- Fulfill duties of President in his/her absence
- Serve on Community Council, attending meetings
- Update Vice-President's binder yearly, including recruitment/marketing plan and evaluation of recruitment/marketing efforts

Treasurer

The duties and responsibilities of the Treasurer shall include, but are not limited to the following:

- Make appointment with Student Activities Office to pick up binder and receive training
- Stay up-to-date with all financial policies
- Train NPLA members on how to follow NPLA financial policies
 - At the beginning of each semester train members regarding reimbursement procedures, approval for expenditures, donations, etc.
- Responsible for all deposits, reimbursements, balancing checkbook, and all other interactions with the Student Accounts Office
- Keep the Treasurer's book up-to-date
 - Track all donors
 - Record all relevant information
- Give Treasurer's report at meetings
- Work with Graduate Assistant to develop yearly budget
- Update treasurer's binder, including all records and electronic copies of any relevant materials

Secretary

The duties and responsibilities of the Secretary shall include, but are not limited to the following:

- Email reminders to members about meetings and other important events and opportunities
- Take attendance at meetings
- Take and distribute meeting minutes to all members (minutes should include names of all members in attendance, notes on what was discussed, etc)
- Work with Vice President and Graduate Assistant to follow up with prospective students
- Create and maintain student contact information in database
- Help to make sure interested new members are registered with the National database
- Maintain accurate email list and send updated list to Executive Committee and Graduate Assistants whenever necessary
- At the beginning of each semester, create a contact information sheet, which will contain names, phone numbers, email addresses, year in school, birthdays and agency connections, and will be passed out to all members who attend meetings
- Update Secretary's binder yearly, including all the minutes from past meetings and electronic copies of any relevant materials

Service Project Coordinator

The duties and responsibilities of the Service Project Coordinator shall include, but are not limited to the following:

The Service Project Coordinator will identify service projects, find members to act as

event chairs for each service project, and support event chairs in their roles. In order to do this, the Service Project Coordinator will do the following:

- Identify and select service projects:
 - Survey partner agencies two times per year to see if they need assistance for service projects
 - Survey members periodically to see what ideas they have for service projects
 - Facilitate the brainstorming of members to come up with service project ideas
 - Educate members about the service projects that have been done in the past and the successes/challenges of each
- Have members vote on which service projects they want to commit to
- Develop a service project plan for the year
 - The service project plan will include projects for each month/semester
- Work with Fundraising Coordinator to train members on how to plan events using the event planning folders and what the event approval process looks like
- Make event folders (which contain event planning forms, volunteer sign-up sheets, and event feedback forms) for all events that the group commits to
- Find a volunteer(s) who is(are) willing to be in charge of each event and give them the event planning folder
- Assist event chairs in planning events
- Schedule periodic check-ins with event chairs and a feedback meeting after each event has taken place
- Maintain accurate records of service project participation, evaluations, and planning folders
- Be point person for all member agencies in regards to service projects
 - This may require getting added on to community service project list-serves (Bloomington Volunteer Network and the Nonprofit Alliance listservs)
- Update Service Project Coordinator's binder yearly, including all the records and fundraising project evaluations and electronic copies of any relevant materials

Officers take office beginning in May of each year and turn over their office the following May. Each new officer may consult the previous in order to get any questions answered and training done. If we have vacancies we will post job descriptions of positions needing to be filled and hold elections. Executive officer meetings will be held every other Monday at 7:15pm called by the President. Our advisor and GA will also attend these meetings and be considered as an executive officer. Decisions at meetings can be voted on and majority can take the decision. Beginning in March we will start posting job descriptions and holding elections for new executive officers.

Article IV: Advisor

The faculty advisor, appointed by the SPEA UPO, will assist in meetings, planning, and events within the NPLA. The advisor will be the point of contact for the national headquarters of the Nonprofit Leadership Alliance and this IU NPLA. The advisor will assist in recruiting members to participate in the AMI course and conference held once a year.

Article V: Meetings

Regular all-member meetings will be held every other Monday at 7:15pm. They will be advertised via email announcements. The President has the authority to call these meetings. The President also sets the agenda for these meetings. Attendance is recorded via a sheet of paper with names and emails.

Article VI: Elections

Elections will be held March of every year. Members of NPLA may nominate themselves or others to run for positions. Ballot will be secret in order to maintain privacy. Majority vote will be taken. A month ahead of time, members will be notified of our upcoming election.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

The Nonprofit Leadership Alliance does not require dues.

Article IX: Finances

Our current Treasurer will be in charge of financial affairs and will go through training and maintain a Student Organization Account. We also will conduct fundraisers in order to maintain the finances our club needs.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article XI: Amendments

Eligible voting members will be notified of proposed amendments through announcements at meetings and/or email notifications. A vote of $\frac{2}{3}$ of present members is required to ratify an amendment.

Article XII: Programs Involving Children

This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.