

University of Southern Maine (USM)
Leaders Enabling Aspirations and Dreams through
Education and Resources (LEADER) Constitution
at
Lewiston-Auburn College (LAC)

Article One: Name

- A. The name of the student organization is Leaders Enabling Aspirations and Dreams through Education and Resources (LEADER) at the Lewiston/Auburn College (LAC) of the University of Southern Maine (USM).

Article Two: Purpose

- A. The purpose of LEADER is to serve as a forum for USM's leadership students to explore leadership interests outside of USM classroom activities.
- B. LEADER provides information, structure, and resources for students to experience educational opportunities at regional, national, and international venues.

Article Three: Membership

- A. Membership in the General Assembly of LEADER is comprised of students matriculated in a leadership studies program at LAC and LAC leadership faculty as further defined in the By-Laws.
- B. Associate Membership
 - a. Associate membership in LEADER is open to students not matriculated into leadership programs, LAC faculty and staff who are not leadership faculty and interested community members who may be professionals in leadership fields.
 - b. Associate members are non-voting members.
 - c. Associate members may participate in LEADER functions and activities. Associate members are not eligible for funding from LEADER to assist with fees for USM courses.

Article Four: Administration

- A. Elected and appointed officers constitute the executive board and administer the affairs of LEADER.

Article Five: Amendments to the Constitution

- A. This Constitution shall be ratified and may be amended by a super-majority vote of those present at a meeting of the General Assembly of LEADER called for that purpose. At least a two-week notice must be given to all General Assembly members of such a meeting. The Executive Board may conduct an election by paper ballot.

Leaders Enabling Aspirations and Dreams through Education and Resources (LEADER) By-Laws

Section One: Definitions

- A. USM/LAC – Means the University of Southern Maine at Lewiston/Auburn College.
- B. LEADER - Means the Leaders Enabling Aspirations and Dreams through Education and Resources student organization.
- C. President – Means the President of LEADER.
- D. Officers – The LEADER officers are defined as President, Vice-President, Secretary, and Treasurer.
- E. Executive Board – Means the elected officers and appointed members to the Executive Board
- F. General Assembly – Means the total voting membership of LEADER
- G. Super-Majority – Votes of the Executive Board requiring passage by super-majority prevail by simple majority plus one, or five of the seven members must be present and vote in the affirmative.

Section Two: Membership

- A. Any student matriculated in a leadership program, and full-time faculty of the leadership program at USM/LAC shall be eligible for full membership with voting rights in the General Assembly of LEADER.

Section Three: Elections

- A. Each Spring Semester the sitting LEADER officers shall conduct an election to select the officers for the coming year.
- B. All General Assembly members as described by the By-Laws are eligible to vote.
- C. Only undergraduate and graduate students in the General Assembly are eligible to be elected or appointed to the Executive Board. Leadership faculty in the General Assembly is not eligible to hold a seat on the Executive Board.
- D. A nominating committee will be established by the President to seek out interested student members of LEADER to fill the ballot.
- E. The sitting Executive Board shall conduct the election in a manner that gives ample opportunity for all members to vote.

Section Three: Executive Board

- A. The Executive Board must be student members of the General Assembly of LEADER.
- B. Elected and appointed officers are members of the Executive Board.
- C. Officers are elected or appointed during the Spring Semester for a one-year period starting on the day the election is decided.

- D. Officers are expected to attend all meetings of LEADER and the Executive Board. If unable to attend, the officer is expected to obtain consent from the President, or the President from the Vice President.
- E. The President may excuse members of the Executive Board from attending a meeting for reasons that the President determines to be valid.
- F. LEADER members may be appointed by the President to serve at the will of the Executive Board on functional committees, as needed.
- G. The President shall nominate three members of LEADER to the Executive Board to be confirmed by majority vote of the elected officers. The nominations shall consist of two individuals who are undergraduates and one who is in a graduate program. One of these appointments shall serve as the Fundraiser Director and one as Program Director.
- H. The Executive Board shall be responsible for preparing and implementing policy for raising and expenditure of funds for LEADER's mission.
- I. Faculty advisors are non-voting members of the Executive Board.
- J. Executive Board meetings shall function under Robert's Rules of Order for all LEADER meetings. The Executive Board may set aside the rules and operate under amended rules for meetings of an unusual or special purpose.
- K. Meeting notices posted by the Executive Board shall clearly state whether the meeting is an open meeting of LEADER or an Executive Board meeting.
- L. All General Assembly and Associate members of LEADER may attend open meetings of LEADER. All members of LEADER are welcome to speak at open and Executive Board meetings. Only General Assembly members are allowed to vote at open meetings of LEADER. Only Executive Board members are allowed to vote at Executive Board meetings of LEADER.
- M. The Executive Board shall have the power to create policies governing all activities and functions of LEADER.
- N. Unless otherwise noted herein or by subsequent policy, votes of the Executive Board shall prevail by simple majority.
- O. Quorum
 - a. A quorum consisting of four (4) Executive Board members is required to hold a board Meeting.
- P. Vacancies
 - a. In the event of a vacancy in office due to removal or resignation, the members of the Executive Board shall appoint a replacement from eligible members of the General Assembly.
 - b. The appointed member shall serve the remainder of the vacated term.

Section Four: Removal from Office

- A. Appointed members of the Executive Board may be removed with just cause.
 - a. Removal of an appointed member requires confirmation by super-majority vote of the Executive Board.
 - b. Discussion of the cause for removal shall occur in an executive session of the Executive Board.
 - c. The vote for removal of the board member shall occur in an open session of the Executive Board, with the cause for removal simply stated. This action may be appealed to the General Assembly membership at a meeting called for that purpose.

- B. Elected Officers may be removed, with just cause, by the General Assembly at a meeting called for that purpose where at least two weeks notice has been given to all parties. The aggrieved officer must be allowed to speak before the body.

Section Five: Officer Descriptions and Duties

- A. President LEADER
 - a. The President or his/her designee of the Executive Board shall represent LEADER as needed in any appropriate forum. The President shall serve as an ex-officio member of all LEADER ad-hoc committees.
 - b. The President shall preside over all LEADER meetings.
 - c. The President shall have the power to appoint ad-hoc committees.
 - d. The President shall not have the power to bind LEADER without the consent of the Executive Board or the membership.
- B. Vice-President of LEADER
 - a. The Vice-President shall assist the President in any way the President shall deem necessary, and shall preside over LEADER meetings in the absence of the President.
 - b. In the event that the President becomes incapacitated or for any reason is unable to fulfill his/her duties, the Vice-President shall assume all the duties and obligations of the President for the remainder of the elected President's term, or any interim portion thereof. The Executive Board may appoint another member to serve as the Vice-President.
- C. Secretary of LEADER
 - a. The Secretary shall keep and maintain the minutes of all the LEADER meetings, all Executive Board meetings, and all official records of LEADER.
 - b. The Secretary maintains the archives of LEADER.
- D. Treasurer of LEADER
 - a. The Treasurer shall monitor the accounts of LEADER and report any discrepancies to the Executive Board.
 - b. The Treasurer chairs the LEADER Finance Committee.
- E. Fundraiser Director
 - a. The Fundraiser Director shall be responsible for planning and running the fund raising activities for LEADER
 - b. The Fundraiser Director chairs the Fund Raising Committee.
- F. Program Director
 - a. The Program Director shall be responsible for planning and coordinating LEADER events.
 - b. The Program Director chairs the Program Planning Committee.

Section Six: Standing Committees

- A. Finance Committee
 - a. The Treasurer shall chair the Finance Committee.
 - b. The President shall appoint members of the General Assembly to serve on the Finance Committee.
 - c. The Finance Committee shall prepare a budget for presentation to the Executive Board each semester, and monitor expenses to ensure that monies are expended in

conformity with the will of the Executive Board and the restrictions and rules of the university community.

B. Program Planning Committee

- a. The Program Director shall chair the Program Planning Committee.
- b. The President shall appoint LEADER members to serve on the Program Planning Committee to assist the Director with his/her duties.
- c. The Program Planning Committee shall submit a calendar of proposed events to the Executive Board for their approval.
- d. The Program Planning Committee shall plan and coordinate events that support the mission of LEADER, bring leadership learning opportunities to LEADER members and the university community at USM/LAC, and/or enhance the spirit of community at USM/LAC.

C. Fund Raising Committee

- a. The Fundraiser Director chairs the Fund Raising Committee.
- b. The President shall appoint members of the General Assembly to serve on the Fund Raising committee.
- c. The committee plans for and executes fund raising activities for LEADER in support of LEADER's mission.

Section Seven: Financial Affairs

- A. The fiscal year of LEADER shall start on the first day of classes in the fall semester.

Section Eight: Special Committees and Boards

- A. The Executive Board may establish ad-hoc committees. The Executive Board appoints members and chairs to the committees.
- B. LEADER members who are not members of the Executive Board may serve on ad hoc committees.
- C. The President appoints members of any committee or board as requested by the Dean of LAC or any other university official.

Section Nine: Diversity

- A. LEADER shall actively seek to be broadly inclusive of the student body at LAC with a recognition and encouragement of the diverse nature of the student body and college community at LAC. LEADER shall encourage participation in a wide variety of venues ensuring that members of LEADER and the community are afforded the opportunities of participation in a broad range of experiences.

Section Ten: Amendments to the By-Laws

- A. The By-Laws shall be ratified and may be amended by a two-thirds vote of the membership attending a meeting called for that purpose with at least two weeks notice to all members or by a paper ballot conducted by the Executive Board held on the grounds of LAC.