



THE NATIONAL SOCIETY OF COLLEGIATE SCHOLARS AT THE UNIVERSITY OF ROCHESTER

We the students, faculty, and staff of the University of Rochester hereby establish The National Society of Collegiate Scholars of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

Article I. Purpose of Organization/Mission Statement

The purpose of this organization shall be to recognize and celebrate high achievement among first and second year students in all academic disciplines. It will be to encourage and promote high standards throughout the collegiate experience; to provide opportunities for personal growth and leadership development for members; to provide scholarships, such as the Merit Award, Scholar Abroad, Scholar at Sea, and Graduate to member(s) who successfully apply and compete for these awards; to organize and encourage learning opportunities through community service; to foster an overall appreciation for the value of the higher education experience; and to continue to uphold the standards determined by the Association of College Honor Societies as part of the organization's membership.

Article II. Membership

Section A. Membership

1. Eligibility – All Students' Association members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Club Connection site.
2. The National Society of Collegiate Scholars at the University of Rochester is a chapter of the national organization The National Society of Collegiate Scholars. A Board of Directors, including the President and Executive Vice-President of the student led National Leadership Council, sets policy and governance for the national organization and determines all Society fees.
3. Membership standards for the Society do not discriminate on the basis of race, sex, religion, nationality, disability, age, financial status, social status or sexual orientation.
4. Definition of active member – Membership into The National Society of Collegiate Scholars is by invitation only and is open to students in all academic discipline provided they meet a set of criteria.
An active member is a member who meets the following criteria:
 - 4.1. Successfully completed at least twelve credit hours but no more than sixty.
 - 4.2. First or second year student at the time of affirmation
 - 4.2.1. If a third or fourth year student is interested, he/she may self-nominate him/herself to become a member of the society.

- 4.3. Attain at least a 3.4 grade point average on the 4.0 scale and rank in the top 20% of their class
 - 4.3.1. If attending a Community College, an eligible member must attain at least a 3.6 grade point average on the 4.0 scale and rank in the top 20% of their class.
- 4.4. Complete and return the membership profile and confirmation of society membership.
- 4.5. Pay the Society induction and lifetime membership fee of \$75.

An active member attends all meetings unless excusable circumstances arise (i.e. medical, religious observances, etc). He/she is also expected to participate in at least one program per semester.

5. Definition of associate member – All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. Associate members may attend meetings, and take part in projects, but may not vote. Associate members can only become full-fledged members if invited to the society after satisfying the eligibility requirements as a freshman or sophomore; or self-nominating themselves as a junior or senior; or being a distinguished member.

Article III. Meetings and Voting

Section A. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as being between 1/2 and 2/3 of the Chapter's active membership (whatever that may be for the year)

Section B. Voting

1. Voting on any issue shall be official only if the meeting is valid.
2. All members shall have equal voting power.
3. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

Article IV. Officers and Qualifications

Section A. Officer Positions

This chapter should have a leadership group comprised of a president, executive vice president, vice president for community service, vice president for Planning to Achieve Collegiate Excellence (PACE), secretary, treasurer and any other officer that the Society chapter believes necessary to meet its goals. The duties and responsibilities will be defined as follows:

- (a) For all officers:
 - (i) Committing fully to the NSCS chapter officer position for the duration of your term.
 - (ii) Living the NSCS culture as an active member of the NSCS.
 - (iii) Promoting opportunities for members to make the most of their NSCS experiences.
 - (iv) Recruiting members year-round, culminating with the member invitation season in the spring.
 - (v) Communicating information and reporting activities regularly to the NSCS national office both in times of success and in times of struggle.

- (vi) Holding an annual Induction Convocation to honor, inspire and engage new NSCS members.
 - (vii) Running an effective chapter and planning events on campus that engage NSCS members.
 - (viii) Sharing chapter achievements with administrators, faculty and media on campus.
 - (ix) Upholding NSCS standards in all communications to effectively brand NSCS locally and nationally as an exceptional honors society.
 - (x) Sustaining the life of the chapter through comprehensive officer transitions and training.
 - (xi) Developing personal and professional skills through leadership opportunities.
 - (xii) Attend all officer meetings and events.
- (b) President
- (i) Attend the Leadership Summit; if for any reason the president cannot attend the Summit, then he/she shall find another officer or member to attend. Beginning in 2007-2008, chapters who register an officer and/or member for the Summit but do not actually attend the Summit will be penalized one STAR status level if applicable.
 - (ii) Register chapter on campus as a recognized student organization.
 - (iii) Signature is included on all chapter banking records; including as a cosigner for chapter checks.
 - (iv) Work with officer board to organize, plan and facilitate the growth and success of the chapter.
 - (v) Ensure all officers understand and carry out responsibilities.
 - (vi) Meet once a month with chapter advisor.
 - (vii) Maintain positive relationship with school by abiding by university/college guidelines.
 - (viii) Act as a liaison between the national office and local chapter.
 - (ix) Meet all deadlines set by the national office.
 - (x) Determine Distinguished Member nominations with member and officer input.
 - (xi) Organize officer elections and submit results to the national office by April 15.
 - (xii) Attend all officer meetings and events unless otherwise approved by the Chapter.
- (c) Executive Vice President
- (i) Fulfill the duties of the chapter president in his/her absence
 - (ii) Oversee the planning of the Induction convocation and other membership recruitment activities
 - (iii) Plan and coordinate chapter officer meetings.
 - (iv) Organize chapter general membership meetings.
 - (v) Secure speakers for meetings, events and other activities
 - (vi) Initiate collaboration between chapter and other groups/organizations
 - (vii) Fulfill the duties of the chapter president in his/her absence
 - (viii) Ensure that chapter meets minimum STAR requirements
 - (ix) Attend all officer meetings and events unless otherwise approved by the Chapter President
- (d) Vice President for Community Service
- (i) Work diligently to involve members in community service initiatives.

- (ii) Organize and coordinate service events
- (iii) Be prepared, visible and accessible at all projects.
- (iv) Promote and involve members in community service initiatives at all levels:
 - 1. Planning
 - 2. Publicity
 - 3. Execution
 - 4. Post follow up
- (v) Collaborate with other campus or community organizations for events.
- (vi) Ensure appropriate follow up after each activity.
 - 1. Send thank you cards via US mail
 - 2. Send thank you e-mail to participants
- (vii) Work with the national office to involve the chapter in the NSCS days of service:
 - 3. Make a Difference Day
 - 4. Martin Luther King Jr. Day
 - 5. National youth Service Day
- (viii) Attend all officer meetings and events unless otherwise approved by the Chapter President
- (e) Vice President of Planning to Achieve Collegiate Excellence (PACE)
 - (i) Work with the national PACE coordinator on all components of PACE.
 - (ii) Establish/maintain/expand the NSCA PACE program on your campus.
 - (iii) Establish and maintain relationship with partner school/organization staff.
 - (iv) Plan regular PACE activities, which include: ongoing school visits, assemblies, and/or a March to College Day.
 - (v) Recruit and train PACE volunteers on campus (this may involve non-NSCS members.)
 - (vi) Provide ongoing communication and support to volunteers.
 - (vii) Be an active, energetic, and visible participant at all PACE events.
 - (viii) Regularly communicate with the national office staff person in charge of PACE about all components of the program.
 - (ix) Submit updates about PACE activities to the national office via Report PACE Activities in the Officer Tools at www.nscs.org
 - (x) Solicit feedback from volunteers, students, and partner school/organization staff.
 - (xi) Solicit written testimonials from volunteers, students, and partner school/organization staff.
 - (xii) Attend all officer meetings and events unless otherwise approved by the Chapter President
- (f) Vice President for Membership/Public Relations
 - (i) Increase activeness in your chapter
 - (ii) Plan and coordinate chapter's Public Relations Campaign, NSCS R.U.S.H! and other member recruitment activities
 - (iii) Publicize chapter meeting, events and member accomplishments
 - (iv) Participate in Organization Fairs, Fall Welcome activities, etc.
 - (v) Visit Freshman Orientations/Seminars, Honors classes, Residence Halls, etc. to provide publicity for your NSCS chapter
 - (vi) Update the NSCS Chapter Facebook page with events and pictures
 - (vii) Ensure your campus is engaged and familiar with NSCS

- (viii) Attend all officer meetings and events unless otherwise approved by the Chapter President
- (g) Secretary-Treasurer (may be split into two positions)
 - (i) Record minutes of the officer and general meetings
 - (ii) Take attendance at meetings (officer meetings may take place via conference call or IM)
 - (iii) Distribute all information about national opportunities to members and officer board
 - (iv) Provide updates at officer meetings about budget
 - (v) Maintain records for Attendance Tracking Program
 - (vi) Submit notes of meetings to chapter members and NSCS national office via Report Meeting Minutes under Officer tools at www.nscs.org
 - (vii) Prepare annual chapter budget, manage and oversee all financial transactions for the chapter, in conjunction with chapter advisor
 - (viii) Signature included on all chapter banking records including as a cosigner
 - (ix) Establish and follow reimbursement procedures
 - (x) Facilitate all correspondence and distribution of materials
 - (xi) Plan all chapter fundraising activities
 - (xii) Attend all officer meetings and events unless otherwise approved by the Chapter President
- (h) Vice President for Social Media
 - (i) Upload picture(s) and tag all of the officers from your chapter on Facebook
 - (ii) Ensure all meeting minutes on Facebook are posted in the "Notes" section by Secretary
 - (iii) Publicize chapter meeting, events and member accomplishments on the Facebook Fan Page
 - (iv) Maintain conversation by responding to comments and answering questions on the Facebook Fan Page
 - (v) Create and upload photos/video for events on Facebook
 - (vi) Use Status Update to make announcements for events and important reminders
 - (vii) Attend all officer meetings and events unless otherwise approved by the Chapter President

The secretary-treasurer shall also hold the position of Business Manager.

Section B. Duties of Officers

1. All officers shall be members of the Students' Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
5. The Chapter President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
6. The Business Manager will be responsible for maintaining all finances and keep detailed records of all transactions.

7. The secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. Also, the secretary shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.

Section C. Nominations and Elections

1. Nomination and Elections Procedure – The Society officers shall be elected by a fair and democratic process.
 - a. The outgoing officer board will hold an officer transition meeting with the incoming officer board.
 - b. The outgoing officer board will end their term at the end of the spring quarter/semester.
 - c. Newly elected officers will begin their term at the end of the spring quarter/semester.
2. Timing of Elections – Elections shall be held and reported to the national office on or before April 15.
3. Term of Office – The amount of time the officer serves in this capacity should be no less than one academic year and not exceed two academic years unless approved by the NSCS national office or by an election held by the chapter. If an officer chooses to resign for any reason, the advisor and chapter president should immediately notify the society's national office and meet with the chapter leadership to discuss and designate a replacement.

Section D. Vacancies, Resignations, and Removals

1. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.
2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.
3. If a vote of no confidence on any officer is to take place, it must be given an official meeting's notice. Any member of a organization can call for a vote of no confidence.
4. An office shall be declared vacant as the result of a vote of no confidence.

Article V. Committees
Not Applicable

Article VI. Finances
Section A. Students' Association members shall receive priority at SA-funded events conducted by this organization.
Section B. Funding
The National Society of Collegiate Scholars shall not be eligible for SA funding.

Article VII. Classification
Section A. The National Society of Collegiate Scholars shall be classified as an Academic Honor Society

Article VIII. Adoption of the Constitution
Section A. Two-thirds of the active membership, or more if the organization decides, must approve the constitution.

Section B. This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

Section C. This constitution shall not conflict with the Students' Association constitution or by-laws.

Article IX. Amendments

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article X. By-laws

Section A. At least a 2/3 majority of the active membership must approve the by-laws and any amendments.

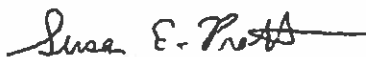
Section B. By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article XI. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by The National Society of Collegiate Scholars. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

Article XII. Discrimination Policy

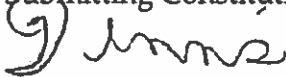
The National Society of Collegiate Scholars at the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.



1/31/11

Signature of Officer
Submitting Constitution

Date





1/31/11

Signature of SA Speaker
Granting Recognition

Date