*The Constitution*

*& Bylaws*

*Of*

*Leadership Empowerment and Development*

*(L.E.A.D.)*

Nothing can stop a man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.

W.W. Ziege

1. **Name of the Organization**
   1. The name of the Organization shall be deemed L.E.A.D., serving as an acronym for Leadership, Empowerment, and Development.
2. **Purpose of the organization**

**The purpose of L.E.A.D. is three-fold:**

* 1. L.E.A.D. commits to providing ongoing leadership workshops, informal seminars, campus-wide conferences, and leadership opportunities for West Chester University students and organizations.
     1. L.E.A.D.’s programs will consist of leadership development, team building, motivation, diversity, parliamentary procedure, discipline, bylaw assistance, campus awareness, empowerment, and RamConnect.
  2. L.E.A.D. will prepare students to gain professional knowledge in the areas of communication, time management, program planning, public speaking, personal values, lifetime leadership, marketing, teamwork, running meetings, effective decision making, strategic thinking, and personal development.
  3. L.E.A.D. will also provide consultation services to student organizations and their respective leaders in the areas of student leadership and organizational development.
     1. The organization will provide leadership materials such as articles and books to all students through the Leadership Resource Center.
        1. A library is set up for these purposes and electronic information is available for download purposes through RamConnect.

1. **Qualifications for Membership**
   1. All full-time, undergraduate students at West Chester University of Pennsylvania are eligible to apply for a position as a Leadership Consultant as a vacancy opens.
   2. All applicants must have a 2.5 cumulative GPA.
   3. All applications must have a clear judicial record.
   4. There will be 11 members of L.E.A.D. who will be called Leadership Consultants. Additional members may come from our Leadership Ambassador Team and other interested students.
2. **Duties of the Leadership Consultants of L.E.A.D.**
   1. All L.C.s will be assigned specific duties as chosen by the Director of Student Leadership and Development. Responsibilities of L.E.A.D. may change as the year progresses and will be dispersed to all L.C.s. All duties are assigned based on the needs of the Student Government Association, Student Services Inc., and the Office of Student Leadership and Involvement.
   2. All L.C.s are expected to facilitate SAIL programs and RamConnect training seminars annually.
   3. The following programs will be facilitated by the Leadership Consultants (if offered):
      1. Executive Leadership Series
      2. Global Leadership Series
      3. 30 Days Social Justice Series
      4. Executive Board Retreat
      5. The Leadership Experience
      6. Brandywine Leadership Series
      7. Women Leading Up
      8. The Leadership Challenge
      9. Captain’s Leadership Advancement Series
      10. Horrocks Emerging Leader Retreat
      11. Annual Student Leadership Awards Process
      12. Leadership Spotlight Programs
      13. Leadership through Innovation
      14. Annual Multicultural Leadership Conference
   4. The groups that L.C.s are responsible for working with include:
      1. Greek Letter Organizations
      2. Political / Activism Organizations
      3. Media / Publication Organizations
      4. Service / Religious Organizations
      5. Club Sports Teams
      6. Social Equity Organizations
      7. Special Interest Organizations
      8. Governing Organizations
      9. Musical Organizations
      10. All Academic and Professional Organizations
      11. Varsity Sports
      12. Honor Societies
   5. The groups that an L.C. works with will be determined by the Director of Student Leadership and Involvement upon consultation with the L.C.
   6. Each Leadership Consultant is expected to have working knowledge of RamConnect as all campus policies and procedures.
   7. Other duties that may be assigned to the Leadership Consultants include, but not limited to:
      1. The Fall Involvement Fair
      2. Maintenance of the Leadership Resource Center
      3. Hazing Prevention Week and Anti-Hazing Education
      4. Honor and Integrity Week
      5. Alternative Spring Break
      6. Day of Service
      7. Leadership Newsletter
      8. New Student Organization Assistance
      9. Advisor Appreciation activities
      10. Bleacher Recycling service project with Athletics
      11. Co-Curricular Portfolio
      12. Fall Certificate Ceremony
      13. Feast of the Golden Ram Spring Certificate Luncheon
      14. Involvement Coordination via RamConnect
      15. Golden Ram Rock Star / RAMdom Excellence Recognition
      16. Cultural Immersion trip abroad
      17. Social media
      18. Spring Organizations’ Fair
      19. Facilitating treasurer workshops
   8. Leadership Consultants will provide direction for the following campus positions:
      1. President
      2. Vice President
      3. Treasurer
      4. Secretary
      5. Parliamentarian
      6. New Member Educator
      7. Alumni Officer
      8. Risk Management
      9. Recruitment
      10. Ritual
      11. Public Relations
      12. Fundraising
3. **Officers of the Organization**
   1. The officers of L.E.A.D. consist of four Leadership Consultants. All will be undergraduate students.
   2. The elected officers of L.E.A.D. shall be President, Vice President, Treasurer, and Secretary.
   3. Term of officer shall be one full academic year.
   4. Executive officers must maintain a minimum GPA of 2.5.
4. **Duties of Officers**
   1. The President’s duties shall include:
      1. Call and chair meetings
      2. Interact with the Student Government Association leadership
      3. Work closely with the Office of Student Leadership and Involvement to provide leadership development for West Chester University students.
      4. Vote in case of a tie
      5. Develop a working knowledge of public relations
      6. Will offer development to those organizations who are on SGA

Organizational Probation

* + 1. Act as a liaison between Student Affairs and Student Services Inc.
    2. Serve as a resource for all LCs and assist them in the execution of their position.
    3. Coordinate conflict resolution if needed among the LC team.
  1. The Vice President’s duties shall include:
     1. Assuming all duties in the absence of the President.
     2. Coordinate the assessment of the programming efforts of the series.
     3. Coordinate the activities of the Leadership Ambassadors.
     4. Will assist in the coordination of LCs involvement in Admission Open

House, Acceptance Days, etc.

* + 1. Assist with celebrating birthdays and other milestones that occur within the LC team.
    2. Be a voting member of L.E.A.D.
  1. The Treasure’s duties shall include:
     1. Handling all financial transactions concerning L.E.A.D.
     2. Attend all budgeting seminars conducted by SGA.
     3. Attend to all financial matters as deemed necessary by the association executive board,
     4. Preside over meetings in the absence of the President and Vice President.
     5. Co-lead treasurer workshops with the Student Government Association President in the fall semester in preparation for the annual budgeting process.
     6. Ensure that all LCs understand the overall budgeting process they can assist their assigned organizations
     7. Create and submit, on behalf of L.E.A.D., the annual budget proposal for Student Government Association Finance Committee Approval.
     8. Be a voting member of L.E.A.D.
  2. The Secretary’s duties shall include:
     1. Take minutes as necessary at meetings and distribute them among members at least one day before the next meeting.
     2. Be responsible for correspondence including all advertising of all programs offered through the series.
     3. Assist with public relations
     4. Preside over meetings in the absence of the President, Vice President, and Treasurer.
     5. Coordinate all mass emails that need to be sent to organization leadership and work with the Assistant Director of Student Leadership and Involvement to construct those on a weekly basis.
     6. Be a voting member of L.E.A.D.
  3. Other Official Duties
     1. All officers are responsible for keeping a notebook.
     2. All officers must train new officers.

1. **Elections**
   1. All elections will take place during the end of the Spring Semester for the following school year.
   2. Each member will vote by secret ballot.
   3. The votes will be counted by the Director of Student Leadership and Involvement.
2. **Removal of Officers / Members of the LC Team of L.E.A.D.**
   1. An Officer / Member of the LC Team of L.E.A.D. may be removed for one or more of the following:
      1. Not completing the duties of an Officer / Member of the LC Team./
      2. Failure to complete the duties of their position.
      3. Misuse of student funds.
      4. Report work hours that were not completed.
      5. Lying or misleading statements.
      6. Being found guilty of violating University policy
   2. Impeachment and Removal of Officers.
      1. A Chairperson for the ad hoc Removal Committee will be appointed by the current advisor.
      2. The Chairperson will convene the Committee within five (5) days of the receipt of the charges; any member of the Committee under impeachment consideration will be excluded from this meeting.
      3. The Committee will revise the charges and give recommendations in writing to the accusers as to the validity of the charges within four (4) days of convening to consider the charges.
      4. After receiving these recommendations from the ad hoc committee it is the option of the accusers to proceed with or to drop the charges.
      5. Within five (5) days of receiving the recommendations of the ad hoc committee, the accusers will state their intentions in a letter to the ad hoc committee.
      6. Impeachment proceedings may be initiated at any regular meeting of the senate.
      7. The accused will be given a minimum of forty-eight hours notice, in writing, of the charges and when the impeachment proceedings will be initiated; the accusers and the Chair of the ad hoc committee will be responsible for the notification of the accused.
      8. The trial will take place at the next regularly scheduled meeting after that meeting at which the impeachment proceedings will be initiated.
      9. Neither the accused, nor the accused, will preside at the trial; subject to that provision.
      10. The following will be the rank to determining who will preside:
          1. President
          2. Vice President
          3. Treasurer
          4. Secretary
      11. The agenda for trial proceedings will be as follows:
          1. Call to order
          2. Roll call
          3. Presentation of charges by the accusers; the accusers will appoint a spokesperson who will be permitted a maximum of fifteen (15) minutes speaking time to answer the charges.
          4. The accused will be permitted a maximum of fifteen (15) minutes speaking time to answer the charges.
          5. The floor will then be open for questions and debate.
          6. At the conclusion of debate, a vote will be taken by secret ballot, with two-thirds (2/3) of the members present voting in the affirmative necessary for removal.
3. **Meetings**
   1. The members of L.E.A.D. will hold one team meeting a week unless deemed otherwise by the Director of Student Leadership and Involvement or the President.
   2. All meetings will be governed by the latest edition of Robert’s Rules of Order.
   3. Special meetings may be called within forty-eight (48) hours by the President or the Director of Student Leadership and Involvement.
   4. Quorum must be attained in order to operate and hold business. Quorum consists of 50% plus one member of the active membership.
4. **Amendments**
   1. This Constitution and any subsequent bylaws may be amended by a 2/3 vote by L.E.A.D.’s membership.
   2. Amendments to this constitution must be presented to the Executive Board in writing for approval.
      1. The executive board reserves the right to suggest any changes.
      2. The amendment will be brought up at the next meeting and tabled for one meeting.
      3. After one meeting, the amendment will be put to a vote.
      4. Voting will be done by a show of hands.
5. **Non-Discrimination Clause**
   1. L.E.A.D. is based on providing leadership training for all West Chester University students and organizations. As such, L.E.A.D. will not discriminate against sex, race, religion, creed, color, sexual orientation, or physical disability.

Record of revision:

1. Kimberly H. Jackson: September 18, 1997
2. Robert M. Essaf & Michael Neary: November 29, 2005
3. Benjamin Brautigam & Kyle Smith: September 26, 2008
4. David Goldenberg: April 15, 2013
5. John Scheck: April 16, 2014
6. Sean Milligan: May 31, 2019