Student Association Handbook
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**Introduction**

The UND Nonprofit Leadership Student Association is a co-curricular component of the Nonprofit Leadership Program. Students seeking the program’s certificate or minor and the Certified Nonprofit Professional (CNP) credential through the Nonprofit Leadership Alliance must participate in student organization activities.

In addition to the NLP requirements, we have high expectations concerning your membership and involvement in the Nonprofit Leadership Student Association is Mandatory.

One does not have to be in the program to be an active member in the student association.

**Nonprofit Leadership Student Association (NLSA)**

The NLSA provides hands-on opportunities to gain competency development through participation, as well as preparing future leaders in the field of nonprofit leadership. The NLSA focuses on community service and volunteerism in the Grand Forks community. In addition to leadership, members are given the opportunity to develop skills in working as a team.

1. Mandatory monthly meetings
   During the fall and spring semesters you must attend at least one general meeting per month. Meetings are held twice a month at a designated time determined at the beginning of each semester. Class conflict is the only excusable reason for absence. If you have a schedule conflict during meeting times please submit a request for exception to, NLSA advisor, Heather Helgeson or NLSA Executive Chair Collin Hanson. Meeting times can be found on our Collegiate Link page or NLP website.

2. In addition to one monthly meeting, you must attend at least 1 fundraising, 1 community service, and 1 networking or recruitment event each semester. The attendance of these activities should be documented on the Alliance’s website on the student’s online profile system. Active participation in one of three of three NLSA Committees see page 18 for Committee descriptions.

3. Check email frequently and respond as necessary, i.e. signing up for events, survey requests, etc...

4. Pay membership dues which are $15 per semester
Opportunities for Leadership

NLSA gives its members the opportunity to become more involved by being an elected chair. The elected position comes with the responsibility of representing the group within his or her position. The following includes a description, function and realistic representation of the duties entailed with the position. Descriptions on the committees themselves for one acting as a member can be found on pages 4-7.

Executive Chair
Functions:

- Gives direction to the formulation and leadership to the achievement of the organization’s philosophy, mission, and strategy, and to its objectives and goals. Assures that the association’s is making consistent and timely progress toward the fulfillment of the NLSA Strategic Plan.

- As an advocate for the organization and the program it is in tandem with the executive chair will work to optimize the relationship between university leadership and the students who participate.

- In partnership with the Nonprofit Leadership Program Director, assists in achieving the mission of the organizational goals.

Responsibilities

- Chairs the meetings of the committee as a whole. Sees that the committee functions effectively, interacts with members optimally, and fulfills all of their duties.

- Sets the agenda for meetings

- Moderates discussion

- As described in the constitution of the association appoints members and designates the chair of all Standing Committees and Special Committees as needed. Recommends committee chairs with an eye to future succession.

- Works collaboratively with all other Executive Committee members in accomplishing tasks and goals of the NLSA.

- Reflects any serious concerns the association’s members and Nonprofit Leadership Program Director has in regard to the role of the association or individual members.

- Acts as an additional set of eyes and ears for the Association.

- Fulfills such other assignments as the executive committee and association members agree are appropriate and desirable for the executive chair to perform.
Treasurer
Functions

- The Treasurer shall perform the usual duties of the office and those assigned by the executive chair, committee and Nonprofit Leadership Program Director. The Treasurer shall report to the members on the financial status of the association.

Responsibilities

- Act as the Board's "money conscience".
- Help prepare the association's annual budget.
- Monitor expenditures and income, usually through the monthly statements.
- Stay abreast of association activities and be prepared to offer practical and philosophical suggestions and advice.
- Complete end of the year audit in accordance with the Student Involvement Office policies and procedures.

Secretary
Functions

- Assists the executive chair, committee and Nonprofit Leadership Program Director achieve the mission of the organization.

Responsibilities

- Takes minutes at the association of whole and executive committee meetings.
- Submits written draft of minutes, within one of meetings, for approval by committee of the whole and executive committee members.
- Fulfills such other assignments as the executive committee and association members agree are appropriate and desirable for the executive chair to perform

Development Committee Chair
Functions:

- The Development Committee Chair is responsible for overseeing the members of this committee in securing funds to allow for the viable existence of the NLSA and activities of the organization, and shall have the following responsibilities:

Responsibilities:

- Recruits and maintains a committee structure that meets the purposes of the committee in question.
- Calls and conducts committee meetings as necessary.
- Reports to the committee as a whole on the goals and objectives for the committee as well as outcomes.
- Attends executive committee meetings as deemed necessary.
• To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming chairperson prior to giving up office.
• Presents proposed fundraising activities to the Executive Committee and NLSA members
• Facilitate the following goals of the committee
  1. Facilitate decisions with the NLSA as a whole which fundraising events the group will conduct throughout the school year.
  2. Work with Executive Chair and Advisor in overseeing strategies for raising funds to support costs associated with student participation in AMI, as well as other events.
• Assist with planning for annual awards event.
• Work with advisor and other committees to fulfill the organizations goals and objectives.

Community Service Committee Chair
Functions:

• The Community Service Committee Chair is responsible for overseeing the members of this committee to plan and execute community service opportunities that correlate with the competencies of the program and shall have the following responsibilities:

  Responsibilities:

  • Recruits and maintains a committee structure that meets the purposes of the committee in question.
  • Calls and conducts committee meetings as necessary.
  • Reports to the committee as a whole on the goals and objectives for the committee as well as outcomes.
  • Attends executive committee meetings as deemed necessary.
  • Prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming chairperson prior to giving up office.
  • Facilitate the following goals of the committee
    1. Facilitate and determine annual opportunities for students to engage in community service each year by conducting a survey, focus group etc…
    2. Coordinate recruitment of students for successful completion of projects
    3. Complete a schedule for each event to assure that we have adequate number of members to work the events.
    4. Assist in planning and completing tasks for NLSA Events.

Communications Committee Chair
Functions:

• The Communication Committee Chair is responsible for overseeing the members of this committee for promoting the positive image of the NLSA on campus and in the community, as well as act as a liaison between the student association and the community at large and shall have the following responsibilities:

  Responsibilities:

  • Calls and conducts committee meetings as necessary.
  • Recruits and maintains a committee structure that meets the purposes of the committee in question.
- Reports to the committee as a whole on the goals and objectives for the committee as well as outcomes.
- Attends executive committee meetings as deemed necessary.
- To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming chairperson prior to giving up office.
- Facilitate the following goals of the committee
  - Determine opportunities for use of recruitment displays at high schools, community colleges, organization functions, and other appropriate venues.
  - Assist with Planning for annual awards event
  - Work with advisor and other committees to fulfill the organization’s goals and objectives.
University of North Dakota Nonprofit Leadership
Student Association
Constitution

Article I. NAME AND PURPOSE

Section 1. Name:
The name of this organization established by the constitution shall be the Nonprofit Leadership Student Association – NLSA

Section 2. Purpose:
The purpose of this organization shall be to:
A. Prepare future leaders in the field of nonprofit leadership.
B. Provide community service opportunities for members

Section 3. Affiliations:
This organization shall be affiliated with the Nonprofit Leadership Alliance. The rules and regulations of the national constitution shall be followed when not inconsistent with the rules and the regulations of the University of North Dakota. A letter of affiliation is attached to the constitution.

Article II. NON-DISCRIMINATION STATEMENT

Section 1. Non-discrimination Statement:
Membership in this organization shall be without regard to race, color, creed, national origin, religion, sex, sexual orientation, gender identity, age, veteran's status, marital status, political affiliation or physical, mental or medical disability unrelated to the purpose of the organization.

Article III. MEMBERSHIP

Section 1. Requirements for Membership:
A. Anyone may become a member who:
   1. Is a student at the University of North Dakota, and in good academic standing.
   2. Is a faculty/staff member at the University of North Dakota.
   3. Is an interested community member.
   4. Has paid the required dues.

B. Voting members shall consist of all members who:
   1. Have paid the required dues and are in good standing congruent with NLSA member requirements.

C. Non-students cannot vote on the following:
1. Election or removal of officers.
2. Removal of members.
3. Amendments to the constitution.

D. No academic credit shall be offered for participation and/or membership in this organization.

Section 2. Removal of Members: Grounds for removal of members must be identified, and in the removal of a member, due process must be followed.

A. Grounds for removal of members may include:

1. Violation of University Policy.
2. Violation of the UND Code of Student Life.
3. Non-payment of dues.

B. A member may be removed by the following procedure:

1. A petition to remove the member should be submitted to the Executive Committee. Such a petition must contain the signatures of at least 10% of the voting members. When such a petition is received, the Executive Committee shall call a meeting of the organization to decide upon approval.
2. The grounds for removal are to be presented by the Executive Chairperson at a regular or special meeting of the organization.
3. The member in question shall be provided two weeks to present a defense either in person or in writing.
4. Voting may not occur until after presentation of the grounds and the defense has been made.
   In order to vote for removal to take place, at least a simple majority of the voting membership must attend the meeting, and a simple majority vote of the members present at the meeting is required for removal.

Section 3. Appeal of Removal of Members:

A. Members may appeal their removal, but the appeal must be made within two weeks of the vote for removal by requesting the Executive Committee call a special meeting of the organization. The Executive Chairperson shall notify all members of this meeting, which is to occur at least one week and not more than one month after the appeal request is received by the Executive Committee.

B. The decision to repeal the vote for removal shall require a simple majority of the voting membership to attend the meeting, and a simple majority vote of the members present at the special meeting.

Article IV. OFFICERS

Section 1. Executive Committee

The Executive Committee of this organization shall consist of:
A. Executive Chair
B. Secretary/Treasurer
C. Alliance Management/Leadership Institute (AMI) Representative
D. Communications Committee Chair
E. Community Service Committee Chair
F. Development Committee Chair

Section 2. Qualifications for Holding Office:

In order to be eligible to hold an office in this organization, the following qualifications must be met:

A. The candidate must be a student member of the organization.
B. The candidate must have held membership in the organization for at least one semester.

Section 3. Elections:

A. The officers of the organization should be elected for the term of one academic school year.
B. There will be a restriction of more than two consecutive terms of office which may be held by an individual.
C. Elections will be held in the spring semester of each academic year.
D. Election to office will be by a simple majority vote of members present.

Section 4. Duties of the Executive Committee Members

A. The Executive Chairperson of the NLSA is responsible for providing leadership and direction to the student association and shall have the following duties:

1. To preside at all meetings of the organization.
2. To call special meetings of the organization when required.
3. To schedule all meetings, and other activities of the organization, and to obtain appropriate facilities for the activities.
4. Set the agenda for committee of the whole meetings
5. Moderates discussion in meetings
6. To prepare and file any report required by the University.
7. To appoint committee chair people subject to the approval of the Executive Committee.
8. To serve as the chairperson for the executive committee.
9. Sees that the committees function effectively, interact with members optimally, and fulfill their duties and objectives.
10. To submit an Official Roster Card at the beginning of each semester to the Assistant Program Director for Student Involvement.
11. To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming Executive Chair prior to giving up office.

B. The Secretary/Treasurer is responsible for managing a sound communication and operation for the NLSA as well as being responsible
for NLSA funds and maintains appropriate records of fundraising of the organization, and shall have the following duties:

1. To keep a record of all members of the organization.
2. To keep a record of all the activities of the organization.
3. To keep and distribute minutes of each meeting of the organization.
4. Maintain a record of executive committee meetings.
5. To keep all financial records of the organization.
6. To prepare and submit financial reports to the members.
7. To prepare the annual budget and all budget requests for funds.
8. To submit financial records for an annual audit to the Coordinator of Student Organizations at the end of Spring semester.
9. To become familiar with University accounting procedures and policies.
10. To work closely with the Alliance Management/Leadership Institute (AMI) representative with regard to deposits and withdrawals pertaining to the AMI fundraising activities.
11. To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming Secretary/ Treasurer prior to giving up office.

C. The Alliance Management/Leadership Institute Representative is responsible for organizing UND’s AMI responsibilities with the students attending the Institute and shall have the following duties:

1. To work cooperatively with the Campus Executive Director.
2. To act as a representative of the student group during the planning of AMI, be able to interview for a position on the national AMI planning team, and serve if selected.
3. To report general information of AMI during regularly scheduled meetings of the NLSA.
4. To organize student responsibilities for those who attend AMI.
5. To send any necessary thank you notes following AMI.
6. To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming AMI representative prior to giving up office.

D. The Communications Committee Chair is responsible for overseeing the members of this committee and shall have the following duties:

1. Recruits and maintains a committee structure that meets the purposes of the committee in question.
2. Calls and conducts committee meetings as necessary.
3. Reports to the committee as a whole on the goals and objectives for the committee as well as outcomes.
4. Attends executive committee meetings as deemed necessary.
5. To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming chairperson prior to giving up office.

E. The Community Service Committee Chair is responsible for overseeing the members of this committee and shall have the following duties:
1. Recruits and maintains a committee structure that meets the purposes of the committee in question.
2. Calls and conducts committee meetings as necessary.
3. Reports to the committee as a whole on the goals and objectives for the committee as well as outcomes.
4. Attends executive committee meetings as deemed necessary.
5. To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming chairperson prior to giving up office.

F. The Development Committee Chair is responsible for overseeing the members of this committee and shall have the following duties:

1. Recruits and maintains a committee structure that meets the purposes of the committee in question.
2. Calls and conducts committee meetings as necessary.
3. Reports to the committee as a whole on the goals and objectives for the committee as well as outcomes.
4. Attends executive committee meetings as deemed necessary.
5. To prepare and maintain a manual binder related to the office and to review all materials in the transition of the incoming chairperson prior to giving up office.

Section 5. Recruitment of Committee Members:

The current Executive Committee members review the applications and choose Committee Chair positions for the following semester.

A. The Executive Committee members of the organization shall assume office for a term of one academic year (August to May).

B. There will be a restriction of more than two consecutive terms of office which may be held by an individual.

Section 6. Vacancy of Committee positions:

A. In the event of a vacancy in the Executive Chair position or other chair positions before the expiration of a full term, the position will be reassigned. Until the position is reassigned Executive Committee members will assume the duties.

Section 7. Removal of Committee Members: Grounds for the removal of an Executive Committee member must be identified, and in the removal of, due process must be followed. Grounds for the removal of an Executive Committee position member may include:

1. Violation of University policy
2. Violation of the UND Code of Student Life.
3. Failure to perform the duties of the office as set forth in the constitution.
4. Failure to uphold the provision of this constitution.
A. An Executive Committee member may be removed by the following process:

1. A petition to remove the executive member in question must be submitted by another committee member. Such a petition must contain the signatures of 10% of the voting members of the organization. When such a petition is received, the executive committee member shall call a meeting of the organization to decide upon approval.

2. The grounds for removal are to be presented by the executive committee member in charge at a regular or special meeting of the organization.

3. The committee member in question shall present a defense either in person or in writing within two weeks of the petition.

4. Voting may not occur until after the presentation of the grounds and the defense has been made. In order to vote for removal to take place, at least a simple majority of the voting membership must attend the meeting, and a simple majority vote of the members present at the meeting is required for removal.

Section 8. Appeal of Removal of an Executive Committee

A. A committee member may appeal his/her removal, but such an appeal must be made within two weeks of the vote for removal by requesting a special appeal meeting of the organization. The Executive Chair, or another Executive Committee member, if the Executive Chair is the chairperson being removed, shall notify all members of this meeting which is not to occur less than one week and not more than one month after the appeal request is received.

B. The decision to repeal the vote for removal shall require at least a simple majority of the voting membership to attend the meeting, and a simple majority vote of the members present at the meeting.

Section 9. Changes in Committee positions:

All students in chair positions and mailing addresses shall be submitted to the Assistant Program Director for Student Involvement within two weeks of such a change.

Article V. ADVISOR

Section 1. Advisor Selection:

A. The Advisor to this organization must be a member of the UND faculty or staff.

Section 2. Role of the Advisor:
A. The Advisor must co-sign all financial transactions of the organization.
B. The Advisor shall assist the executive committee and the members in accomplishing the purpose of the organization.
C. The advisor shall regularly review the financial records of the organization and forward mailings to the appropriate committee members.

Article VI. MEETINGS

Section 1. Meetings:

A. Committee meetings as a whole of the organization shall be called by the Executive Chair at least twice a semester during the academic year.

B. Non-business meetings for dissemination of information shall be held as needed.

Section 2. Special Meetings:

A. Special meetings may be called by the Executive Chair upon one week notice to the members.

B. The Executive Chair shall call a special meeting when requested by 10% of the voting membership.

Section 3. Quorum:

A. A quorum at committee as a whole meetings shall consist of a simple majority of the voting membership.

B. Quorum is not required to hold non-business meetings.

Article VII. EXECUTIVE COMMITTEE

Section 1. Responsibility: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.

Section 2. Membership: Membership shall consist of the Executive Chair, Secretary/Treasurer, Communications Committee Chair, Community Service Committee Chair, Development Committee Chair, AMI Representative, and the Advisor.

Section 3. Meetings: The Executive Committee shall at a minimum of once per semester or as needed to organize and plan future activities and agenda items for meetings.

Section 4. Quorum: A quorum of this committee shall consist of at least three members.

Article VIII. COMMITTEES
Section 1. **Authority to Establish Committees:** The Executive Chair has authority to appoint any special committees, with the approval of the Executive Committee, as well as meet the needs of the organization.

Section 2. **Committee Chair Positions:** The Committees are designed to divide the work responsibilities of the Student Association into manageable units. Each Committee Chair Position will have many opportunities not only to express leadership skills, but also to mirror the type of committee work that guides most nonprofit organizations.

A. Communications Committee

**Objective:** The Communications Committee is responsible for promoting the positive image of the NLSA on campus and in the community, as well as act as a liaison between the student association and the community at large.

**Special duties and responsibilities of the Chair:**
1. Publish a biannual newsletter and present proposed recruitment activities to the Executive Committee for approval.

**Duties and responsibilities of the Committee:**
1. Determine opportunities for use of recruitment displays at high schools, community colleges, organization functions, and other appropriate venues.
2. Plan for such events: fall social, holiday party, spring welcome back bash, etc.
3. Work with advisor and other committees to fulfill the organization’s goals and objectives.
4. Assist with planning for annual awards event.

B. Community Service Committee

**Objective:** The Community Service Committee will work on establishing and maintaining mandatory requirements for membership of the NLSA. The committee will work together to plan and execute community service opportunities for its members that correlate with the competencies needed to receive the Nonprofit Leadership Certificate.

**Specific Duties and Responsibilities of the Chair:**
1. Present proposed community service activities to the Executive Committee for approval.

**Duties and Responsibilities of the Committee:**
1. Determine annual opportunities for students to engage in community service.
2. Coordinate recruitment of students for successful completion of projects.
3. Work with advisor and other committees to fulfill the organization’s goals and objectives.
4. Assist with planning for annual awards event.
C. Development Committee

**Objective:** The purpose of the Development Committee is to secure funds to allow for the viable existence of the NLSA and Special activities of the organization.

**Specific Duties of the Chair:**
1. To present proposed fundraising activities to the Executive Committee, and work with the Secretary/Treasurer in preparing the annual budget.

**Duties and Responsibilities of the Committee:**
1. Decide upon and organize fundraising events
2. Provide long-range financial planning for the NLSA.
3. Oversee strategies for raising funds to support costs associated with student participation in AMI, as well as other events.
4. Work with advisor and other committees to fulfill the organization's goals and objectives.
5. Assist with planning for annual awards event.

ARTICLE IX. FINANCIAL STRUCTURE

Section 1. **University Account:**

A. All funds from University sources must be deposited and maintained in a University of North Dakota account.
B. The Executive Chair and/or the Secretary/Treasurer shall be authorized to sign all financial transactions dealing with organization funds.
C. The Advisor of the organization must co-sign all financial transactions of the organization.
D. The financial records/ledger of the on-campus account must be submitted for an annual audit to the Assistant Program Director for Student Involvement at the end of the Spring Semester.

Section 2. **Dues:**
Dues for this organization shall be approved by a simple majority vote of the voting membership at the first meeting in the fall semester.

ARTICLE X. AMENDMENTS

Section 1. **Ratification:**

A. A proposed amendment to this constitution shall be presented to the members at one meeting prior to the meeting at which the vote shall be held.
B. Ratification of an amendment to this constitution shall require a simple majority vote of the members present at a regularly scheduled business meeting of the organization and all amendments to this constitution shall be approved by the Student Policy Committee before they take effect.

Committee Descriptions
The following are descriptions for the committees of Communications, Community Service, and Development.

**Communications Committee:**

The Communications Committee is responsible for promoting the positive image of the NLSA on campus and in the community, as well as act as a liaison between the student association and the community at large.

**Specific Tasks:**

1. Plan and complete tasks for NLSA events.
2. Determine opportunities for use of recruitment displays at high schools, community colleges, organization functions, and other appropriate venues. Examples: UND EXPO, Open House Events
3. Work with advisor and other committees to fulfill the organization’s goals and objectives.
4. Assist with planning for annual awards event.
5. Work with advisor and other committees to fulfill the organization’s goals and objectives.

**Community Service Committee:**

The Community Service Committee will work on establishing and maintaining mandatory requirements for membership of the NLSA. The committee will work together to plan and execute community service opportunities for its members that correlate with the competencies needed to receive the Nonprofit Leadership Certificate or Minor.

**Specific Tasks:**

1. Determine annual opportunities for students to engage in community service.
2. Coordinate recruitment of students for successful completion of projects.
3. Serve as the liaison between the NLSA and group constituents we are volunteering with.
4. Work with advisor and other committees to fulfill the organization’s goals and objectives.
5. Assist with planning for annual awards event.

**Development Committee:**

The purpose of the Development Committee is to secure funds to allow for the viable existence of the NLSA and Special activities of the organization.

**Specific Tasks:**

1. Decide upon and organize fundraising events
2. Provide long-range financial planning for the NLSA.
3. Oversee strategies for raising funds to support costs associated with student participation in AMI, as well as other events.
4. Work with advisor and other committees to fulfill the organization's goals and objectives.
5. Assist with planning for annual awards event.