College Girls Rock Organizational Bylaws

**ARTICLE I. NAME OF ORGANIZATION**

The name of the corporation is College Girls Rock, INC.

**ARTICLE II. CORPORATE PURPOSE**

**Section 1. Nonprofit Purpose**

1. Provide positive, purposeful and developmental experiences for underrepresented minority students to prepare them for college, ensure they succeed in college and guarantee their success after college.
2. This corporation is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 2. Specific Purpose**

1. College Girls Rock’s mission is to ensure that college is worth it for ALL students. We accomplish this by focusing on 3 Core Programs:
	1. College Readiness: Ensuring that underrepresented minority students are readily prepared for their college experiences.
	2. College Success: Ensuring that underrepresented minority students have successful and supportive college experiences
	3. Post Graduate Prep: To ensure that underrepresented minority students have the tools and resources they need to succeed after college graduation.
2. Our program initiatives are executed through university based chapters, also known as CGR-U.
	1. University based chapters adhere to the bylaws of CGR, INC.

**ARTICLE III. MEMBERSHIP**

**Section 1. Eligibility for Membership**

Application for Membership in any College Girls Rock chapter (also known as Rock membership) shall be open to any student currently enrolled at a University that has a CGR Chapter, who supports the purpose & programs stated in Article II, Section 2. Membership is granted after the receipt of a membership application and enrollment. All membership shall be granted to students no matter their race, background or sexual orientation.

**Section 2. Annual Dues**

The amount required for annual dues shall be $50 each year, and will be subject to change each semester by the CGR Leadership Board. Continued membership is contingent upon being enrolled at a 4-year college/university or a member of the CGR Executive Team.

**Section 3. Rights of Members**

Each member shall be eligible to run for leadership roles in their respective chapters and vote in leadership elections.

**Section 4. Resignation and Termination**

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

**Section 5. Non-voting Membership**

The board shall have the authority to establish and define non-voting categories of membership.

**ARTICLE IV. MEETINGS OF MEMBERS**

**Section 1. Regular Meetings**

Regular meetings of the members shall be held monthly, at a time and place designated by the Membership Chair.

Regular meeting of Executive Board Members shall be held bi-weekly, with at least 3 communication check points each month.

**Section 2. Annual Meetings**

An annual meeting of all CGR members shall take place effective 2019. At the annual meeting the members shall elect new E-board Leadership, receive reports on the activities of the association, receive celebration and recognition for previous years’ efforts and determine the direction of the organization for the coming year.

**Section 3. Special Meetings**

Special meetings may be called by the Executive Team or Executive Board if needed. A petition signed by five percent (5%) of voting members may also call a special meeting.

**Section 4. Quorum**

A quorum for a meeting of the members shall consist of at least twenty percent (20)% of the active membership.

**Section 5. Voting**

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

**Section 6. Bylaws**

The Executive Lead Team may amend these Bylaws at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

CHAPTER BYLAWS

**Article I: Meetings**

Section 1. All meeting times and dates will be chosen at the discretion of the College Girls Rock Chapter.

1. Each College Girls Rock Chapter must meet with their General Body and E-Board bi-weekly.
	1. All members of College Girls Rock are to be responsible to attend the bi-weekly general body meetings.
	2. All Executive Members are expected to attend **all** Executive and General Meetings held by College Girls Rock, unless communicated to the Vice President two days in advance.
2. **Each meeting must have recorded notes updated into the chapter Dropbox account.**

**Article II:  Meeting Agenda**

Section 1. Each meeting must provide substantial information to all members in attendance, in addition to the meeting agenda.

1. Greeting from the Vice President (call to order, state start time)
2. Membership Chair takes attendance (sign –in sheet/ card swipe)
3. President’s agenda (note attendance for E-Board and start/ end time)
4. All executive board members will propose their agenda for that month.
5. Rock Members break into prospective committees to begin reviewing past events and planning future events
6. Closing Statement from Vice President (adjourn meeting)

**Article III: Executive Board Meeting Agenda**

1. President report
	1. Take minutes for E-Board meeting
	2. State the purpose of CGR
	3. Review any unfinished business from the last e-board meeting
	4. Review Meeting Agenda and top 5 Meeting Goals
2. Membership report
	1. Current Membership Number
	2. Current Membership Engagement Score
	3. Membership Highlights
		1. Discuss top leaders, good news/stories and what members need from us
3. Vice- President
	1. Celebrate, Award and Recognize any E-board “wins” since previous meeting
	2. Discuss any MISC Philanthropy Events and next steps
	3. Discuss any MICS Collaborative Events and next steps
4. Treasurer Report
	1. Review Financial Rock Plan
		1. Discuss Current Financial Standing
		2. Discuss current budget for each chair
			1. Gather receipts and spending information for each chair
				1. Update Rock Plan’s Income Statements to reflect current standing
		3. Identify if any chair is over budget and discuss corrective action
	2. Review Fundraising Plans and any Fundraising Events and what help is needed
5. Programming Director
	1. Review and Update 3 Programming Rock Plans
		1. Are all rooms booked and ready?
		2. Discuss Upcoming Events within the next month
		3. Identify any financial gaps & what funds are needed
		4. Review Upcoming events in the next 2+ months to ensure everything is prepared
6. Unfinished Business
	1. Any further information to be discussed?
7. President’s Summary
	1. President updates the Rock Plan’s Executive Summary with any changes
	2. Recap the meeting, unfinished business & next steps for each Board Member
	3. Upload Meeting Notes to Dropbox
8. Closing Statements by President
9. Vice-President
	1. Distribute any necessary demerits (ideally face to face, after the meeting has concluded)

**Article IV: Events**

Section 1: All events must contribute to the overall purpose and mission of College Girls Rock.

1. All events must be planned at the Retreat
	* 1. Any events planned after the retreat must be approved by The President and updated in the Rock Plan at least 2 weeks prior to the event date
2. **All events must be included in the Rock Plan**
3. All bookings copied and reported by the President
4. All attendance records must be reported and kept and updated in the Rock Plan by the Membership Chair
	* 1. If the membership chair is absent, she must appoint someone to track attendance in her place
5. All reservation needs should be submitted to the President and Vice President at the Retreat or ASAP
	1. All Events must be publicized at least 2 weeks prior to the event
	2. All Event Flyers must be communicated to members at least 48hours before publicity beings
	3. Flyers must be posted on campus, if chosen, at least 10 days before the event
6. All Flyers MUST HAVE the CGR Logo

**Section 2: All completed events must be recorded in the CGR Rock Plan no later than the 3rd of the next month following the event. (Ex. If you have an Event on October 10th, the Rock Plan must be updated no later than November 3rd)**

**Section 3: Membership must update the Membership Engagement Chapter in the Rock Plan no later than the 3rd of the next month following the event.**

1. Membership must be present at all events and meetings, unless told otherwise
2. Programming Director must arrive 30 minutes prior to event start time

**Section 4: All monies collected at events will be put directly into the Treasury**

1. **Each chapter will manage and regulate all finances out of a chapter assigned PayPal account.**
2. **Money collected via CashApp via PayPal debit card, must be submitted to a CGR email address account and transferred to University’s PayPal account.**
3. **Any cash collected must be deposited to the CGR Bank of America account using the BOA Debit Card**
4. **All monies must only be given to the President, Vice President, and Treasurer**
5. **Each chapter PayPal account will be audited and further regulated by Tyler Lanier and Finance Director.**
6. **Each chapter budget will have to adhere to the regulations implemented by College Girls Rock, Inc. for duration of the entire fiscal year.**
7. **Each chapter must keep record of all income, expenses, receipts and debts for audit purposes.**
8. **All purchases must be reflected in CGR Rock Plan under the appropriate line item and are subject to audit at any time**
9. **Dues will be paid via collegegirlsrock.org and split 50/50 between the CGR-U Chapter and CGR INC. CGR INC. will deposit dues to the respective CGR Chapter within a week of receipt of funds.**

**Article V: Executive Board**

**All Executive positions will be chosen by the Rock Members, starting Spring 2019.**

Section 1: President

1. The president will oversee the success of the entire executive board. The president will also be in charge of overseeing the monthly activities of College Girls Rock and running the bi-weekly Executive Board meetings.
2. **The president is responsible for updating the Executive Summary no later than the 3rd day of each month.**
3. The president is responsible for reserving spaces for events.
4. The President is responsible for upholding the professionalism standard and conducting College Girls Rock as a business.
5. The President will oversee Lead Rock Members.
6. The President is responsible for taking notes at each general body and executive board meeting.
7. He/she would be responsible for bookkeeping, calendaring event activity and submitting online forms/reports.
8. The President is responsible for reviewing previous E-Board minutes.
9. The President is responsible for updating the event calendars in Google Drive when event information changes.
10. The President is responsible for creating events in Orgsync
11. If a parliamentarian is not appointed, the President will be responsible for executing all aforementioned tasks.
12. The President is responsible for holding all executive board members accountable for given tasks

Section 2: Vice president

1. The Vice President will be responsible for the opening statement at the General body meetings, and overall operational success of membership meetings.
2. The Vice president is the overseer of Programming Director and Rock Member groups and is responsible to report information regarding assignments for the Director to the president.
3. The Vice President is responsible for any Philanthropic Events and Collaborative Events that are not included in our purpose-centered programming.
4. The Vice President is also responsible for room reservations.
5. The vice president is responsible for making sure all assignments are complete in their due time.
6. The Vice President is responsible for implementing the Demerit System.

Section 4: Treasurer

1. The treasurer is responsible for overseeing, updating and managing All Financial Aspects of the Rock Plan & updating frequently (no less than once a week) to reflect the most updated information
2. The treasurer is responsible to update the income statement no later than the 3rd of each month
3. The treasurer is responsible for overseeing the fundraising committee, if assigned.
4. The Treasurer is responsible for creating events and being present at all events that involve money transactions, unless told otherwise.
5. The treasurer is responsible for fundraising week.
6. The treasurer is responsible for handling all funding paperwork including but not limited to:
	1. Fellowships
	2. Government Grants
	3. Organizational Fellowships
	4. University Funding
	5. Membership Dues
7. The treasurer is responsible for collecting receipts and scanning them to Dropbox/ CGR email as requested for any CGR/IRS Audit.

Section 5: Programming Director

1. The Programming Director is responsible for promoting all College Girls Rock Activity, advertising the College Girls Rock mission and purpose, overseeing all College Girls Rock Paraphernalia design, distribution and request.
2. The Programming Director is responsible for ensuring that events for all 3 CGR Programs are updated and listed accurately on the Rock Plan.
3. The Programming Director will have a committee if needed or requested.
4. The Programming Director is responsible for printing and posting flyers for events around campus upon approval.
5. The Programming Director is responsible for overseeing all social media accounts and hashtags with College Girls Rock (along with Lead Rock Member, if needed).
6. The Programming Director is responsible for hosting a committee meeting once a month, with Lead Rock Members.
7. The Programming Director will work with President for Ancillary events.
8. The Programming Director will work with Vice President for Philanthropy events.

Section 6: Membership Director

1. The Membership Chair is responsible for keeping record of all active and inactive members, keeping record of all College Girls Rock activity attendance and taking attendance at Executive Board meetings.
2. The Membership Chair is responsible to update and manage the CGR Membership Engagement Tracker
3. The membership chair will oversee the Rock Member Events and committees.
4. The Membership Chair is responsible for recognizing at least one rock member each month.
5. The Membership Chair is responsible for recording all attendance in OrgSync for events, unless told otherwise.
6. The Membership Chair is responsible for sending out weekly emails of events every Sunday.
7. The Membership Director is responsible for ensuring the email list is updated once a semester.
8. The Membership Chair is responsible for uploading updated membership roster for both General Body and Rock Members.

**Article VI: Membership**

Section 1: Each member will be held responsible for participating in College Girls Rock events, service, meetings etc.

Section 2: Each Member of College Girls Rock will be responsible for abiding by the attendance policy.

Section 3: Each member of College Girls Rock will be responsible for adhering to any and all chapter specific membership requirements established by each respective chapter of College Girls Rock.

Section 5: **ROCK MEMBERS**: To be considered for Rock Member Status, Each member must:

1. Actively participate in the planning AND execution of the members event
2. Pay their $50 dues once

**Article VII: Individual Demerits**

Section 1: College Girls Rock will be implementing a demerit system that should be abided by each Executive Board member.

Section 2: The Demerit System will be enforced by the Vice-President.

Section 3: The Demerit System

1. Each member will be allowed a maximum of three demerits before his/her position is called to question.
	1. Each member will be allowed up to three(E-board) absences from all mandatory events, including meetings.
	2. Each absence will be the equivalent to one demerit if it not communicated to Vice President and Membership Director two days prior to the event/ meeting.
	3. An excused absence will be determined with the discretion of the Membership Director and Vice-President
	4. In the event that a member is tardy from a meeting or event, that tardy will be the equivalent to half of a demerit.

**Article VIII: Chapter Demerits**

Section 1: Each Chapter will have a set of demerits given from the Director of University Relations (DUR) that should be abided by each President and Vice President.

Section 2: Each Chapter will be allowed a maximum of three demerits before their Chapter is placed on probation.

Section 3: The guidelines of receiving a demerit consists of:

1. Not attending mandatory meetings/ conference calls with DUR
2. Not completing assignments within the given deadlines
3. Not being able to produce receipts when needed
4. If Rock Plans are not submitted, updated and complete by the 5th of each month