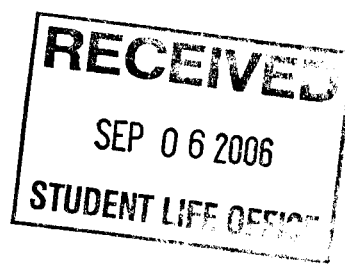


**STUDENTS IN FREE ENTERPRISE (SIFE)
CONSTITUTION**



Article I: Name

The name of this organization shall be Students in Free Enterprise of Lorain County Community College, herein after referred to as SIFE.

Article II: Purpose

The purpose of SIFE will be to broaden members' awareness and knowledge of free enterprise; to give members an opportunity to meet and learn from business leaders; and to develop leadership, teamwork, and communication skills through learning, teaching, and promoting the principles of free enterprise through development, implementation, and review of community outreach projects designed to meet SIFE Headquarters' organizational criteria.

Article III: Participation

Section 1: General Membership

- a. Initiation in SIFE will be based upon enrollment at LCCC during at least one semester of the academic year of membership and the student meeting at least one of the following criteria:
 - i. Through written recommendation of a faculty member and at least a 2.5 GPA;
 - ii. Through written recommendation of a Department Head, regardless of GPA;
 - iii. Through recommendation by an existing member in good standing and election by unanimous vote of the Executive Board, regardless of GPA.
- b. Membership status will be recognized at the end of the academic year with a Certificate of Membership. To receive this certificate, as well as maintain membership, active participation is required. These minimum requirements include:
 - iv. Registering as a member through the SIFE.org website;
 - v. Performing at least 15 hours of documented work on at least one project each semester;
 - vi. Providing at least four (4) hours of documented work on at least one fund raiser per semester;
 - vii. Maintaining an exemplary attendance record at general membership meetings, missing no more than two (2) meetings per semester without the express and advance approval of the Executive Board;
 - viii. Participating in at least one community service/campus-sponsored activity per academic year.

Section 2: Voting Members

- a. To vote on issues, amendments, or projects, individuals must place their names on the meeting roster at the most recent general meeting prior to the vote (or have the advance and express approval of the Executive Board to miss that most recent prior meeting);
- b. To vote in an election, a member must have attended at least one general meeting during the four week period prior to the election (or have the advance and express approval of the Executive Board to miss that most recent prior meeting);
- c. Voting members must be in good standing with SIFE and LCCC.

Section 3: Participation

- a. Project management and meeting attendance will be limited to SIFE members.
- b. Participation in SIFE projects and activities is open to any interested LCCC student or member of the general public.
 - i. All participants in SIFE events and activities will be expected to conduct themselves by the SIFE Code of Conduct and all LCCC rules, policies, and codes associated with student conduct.

- ii. The agreement of a majority of the Executive Board and the Sam Walton Fellow/Sam Walton Fellow/Faculty Advisor can eliminate the participation of any member or non-member in either a specific event/activity or in membership in SIFE for the academic year or both.

Article IV: Officers

Lorain County Community College SIFE will be managed by an Executive Board consisting of a President, Vice President, Secretary, and Treasurer. Qualifications for nominations will be the same as qualifications for membership.

Section 1: President

The President will lead both the Executive Board and the organization as a whole. The President will work closely with the Executive Board and the Sam Walton Fellow/Faculty Advisor to establish goals, practices, and the best use of resources that will develop SIFE's position on LCCC's campus and within the local community. The President will be responsible for all communications with the college's executive administration, as well as the SIFE Advisory Board, as a representative of both current and future SIFE teams. The President will work closely with the Sam Walton Fellow/Faculty Advisor on all matters pertaining to the governance, well being, sustainability, and promotion of the SIFE team. The President shall chair and direct meetings of both the membership and the Executive Board.

In the event that the President should be temporarily unable to perform their duties for a period not to exceed three (3) weeks, the Vice President shall fulfill the responsibilities of the President until such time as the President returns to their position. If the President elects to step down from their position, the Vice President will assume these responsibilities until a special election is held to fill the position for the duration of the term.

Section 2: Senior Vice President

The Senior Vice President will assist in the leadership of the Executive Board and the organization as a whole, working closely with the President. The Senior Vice President will be responsible for all formal representation and communication of SIFE to Student Life and the other clubs and organizations on campus. The Senior Vice President will work closely with the Sam Walton Fellow/Faculty Advisor on all matters concerning promotion of SIFE to Student Life and the campus student body, as well as enlisting the participation of SIFE Regional or National representatives that can directly assist, develop, and promote SIFE on the LCCC campus.

The Senior Vice President will chair meetings in the absence of the President. The Senior Vice President will follow the guidelines established in the above section for acting in the stead of the President. In the event that a Senior Vice President is elected to the position of President during the academic year/office term, a new Senior Vice President will be appointed by the Executive Board to fill this vacancy for the duration of the office's term.

Section 3: Vice President

The Vice President will act as a liaison between the directors' board and the executive board. All information from the directors' board will be given to the vice president, who will then filter this information to the appropriate member of the executive board.

Section 4: Treasurer

The Treasurer will have fiscal responsibility for all monies earned and spent by SIFE, along with maintaining current records. All monies collected during fundraising or through donations will be promptly turned over to the Treasurer for deposit with the Student Life Office. All purchase orders or filings for reimbursement will be handled by the Treasurer. All applications for tier funds will be handled by the Treasurer. All Project Managers will work closely with treasurer to insure proper handling of funds and submission of paperwork. The Treasurer will be responsible for providing a detailed report of all income and expenditures at the first general membership meeting of each month. Upon request, the Treasurer will provide an accurate documentation of the SIFE account to the Executive Board, the Sam Walton Fellow/Faculty Advisor and any sponsor(s).

Section 5: Secretary

The position of Secretary will work as clerical support for the Executive Board and the SIFE team through the following duties:

- a. Maintain all physical, non-financial records;
- b. Act as point of contact between the membership and the Executive Board, including accepting and prioritizing initial project proposals;
- c. Maintain records of membership and all meeting rosters;
- d. Take minutes at each meeting and distributing/maintaining them appropriately;
- e. Prepare all SIFE correspondence;
- f. Assist in the preparation, copying, and distribution of meeting, agenda, project, and promotional materials;
- g. Provide general correspondence to the membership as a whole regarding SIFE matters and meetings.

Section 6: Removal of Officer

An officer may be removed from his or her position if he or she is deemed unfit for said responsibilities. This decision will be made by a 2/3 majority vote of voting members present at a special election ordered by the Executive Board. The grounds for such actions will include, but not be limited to:

- a. Actions of incompetence and neglect while serving in an Executive Board position
- b. Those actions as described in Article XI of this constitution
- c. Any actions that disparage the name and/or reputation of SIFE, LCCC, or any member.

Article V: Directors' Board

SIFE activities will be directed by a Directors' Board consisting of a. Qualifications for nominations will be the same as qualifications for membership.

The Directors' Board will consist of the Activities Coordinator, Senate Liaison, Media Coordinator and Web Coordinator.

Section 1: Campus Activities Coordinator

The Activities Coordinator will be responsible for acquiring and analyzing a current calendar of all campus events and campus-generated community service events. The Activities Coordinator will be responsible for the management of SIFE participation in campus-sponsored events, acting as a Special Projects Manager, in the same fashion as a regular Project Manager. This position will work closely with the Executive Board, the Director's Board, and the Sam Walton Fellow/Faculty Advisor in determining the feasibility and appropriateness of campus projects to propose, as well as the extent of SIFE involvement and use of resources.

Section 2: Senate Liaison

The Senate Liaison is responsible for attending all Student Senate Meetings and reporting this information at general meetings. This position will also represent SIFE at these Student Senate meetings, reporting events and projects under the direction of the Executive Board. This position will work closely with the Campus Activities Coordinator and the Vice President in the integration of SIFE into the campus community.

Section 3: Media Coordinator

The Media Coordinator will be responsible for promoting SIFE activities to the general media. This position will work closely with the Sam Walton Fellow/Faculty Advisor, Executive Board, and Project Managers to increase total gross impressions and appropriately promote SIFE projects and activities to the school and the general public. This position will establish and maintain working relationships with LCCC employees and offices, as well as members of the press, who will facilitate this process.

Section 4: Web Coordinator

This position will be responsible for the maintenance of the SIFE-LCCC website, as well as checking/receiving all associated email accounts for inquiries and new communications on a daily basis. This position will be responsible for insuring processes of prompt responses to postings/inquiries/email. This position will work closely with the Executive Board, the Sam Walton Fellow/Faculty Advisor, and employees of the college associated with the LCCC Website to both maintain and develop the SIFE website, its goals, and activities. All those considering or working

on projects that will be in any way associated with the SIFE website will be required to work closely and cooperatively with this position.

Section 5: Removal of Officer

An officer may be removed from his or her position if he or she is deemed unfit for said responsibilities. This decision will be made by a 2/3 majority vote of voting members present at a special election ordered by the Executive Board. The grounds for such actions will include, but not be limited to:

- a. Actions of incompetence and neglect while serving in an Executive Board position
- b. Those actions as described in Article XI of this constitution
- c. Any actions that disparage the name and/or reputation of SIFE, LCCC, or any member.

Article VI: Projects

The primary activities of SIFE will be organized by the projects that are developed. Members will analyze the goals and criteria as set forth by SIFE Headquarters and develop projects to meet these goals and criteria through educational outreach projects aimed at the campus, the local community, or globally.

Project concepts should be considered and developed as fully as possible by the member interested in leading it as the Project Manager. A Project Proposal should then be completed as fully as possible and submitted to the Secretary in a timely manner. Once received, the Project Proposal will be forwarded to members of the Executive Board for review to determine if all pertinent information has been included and if it is appropriate as a project for SIFE. Once all Proposal information is complete, the Proposal will be distributed (either in paper or electronic form) to the membership for review and will be addressed at the next scheduled meeting.

If the project proposes use of team funds or more than 20 collective hours of member involvement, acceptance of the project will require approval by a majority of the voting members at that meeting. If the project does not require funding or a significant investment of member hours, or if the membership votes to accept the project, the Project Manager will conduct the activities of the project as indicated in the Project Proposal.

Project Managers will be presented with a SIFE-LCCC Project Management Achievement Certificate upon the successful completion of their proposed project. Successful completion includes the submission of all pertinent paperwork and accumulated figures required by both the team and Student Life, including completion of Tier Fund Application submissions through the Treasurer.

For those participating in project work, a Team Service Award will be issued to any certified member in good standing who has completed 50 or more accumulated hours of documented project work.

SIFE Headquarters will award any general member performing 100 or more hours of SIFE project and team work with the Service Leadership Award. This process is one that requires application by the student seeking the award.

Article VII: Election of Officers and Directors

All officer positions within SIFE are for a one (1) year duration. Officers may serve no more than two (2) consecutive terms for each elected position. Officers assume their responsibilities July 1st of each year. The term ends June 30th of the next year.

Nomination of officers will take place the first week of June each year. Elections will be held the third week of June. No member will run for more than one (1) office.

In the event that any Officer elects to step down from their elected position, a special election will be called for by the Executive Board in order to fill that vacancy for the remainder of the term.

Election of Directors will be held at a time and place chosen by the Executive Board. These elections will be complete by June 30, with Directors taking office on July 1.

Article VIII: Meetings

General membership meetings will be held at least every two weeks. The exact time and date will be determined by the Executive Board. Special meetings can be called by the President as deemed appropriate.

Executive Board meetings will be held at least once per month. Additional meetings can be called by any Executive Board member as deemed appropriate.

Advisory Board meetings will be held at least once per term. Additional meetings can be called by the Executive Board as they deem appropriate.

Article IX: Activities

Members will be able to participate in a variety of activities promoting the free enterprise system. The activities may include field visitations, guest speakers, business projects, campus events, and community projects.

Article X: Sam Walton Fellow/Faculty Advisor

SIFE shall have at least one non-voting Sam Walton Fellow/Faculty Advisor. The Sam Walton Fellow/Faculty Advisor will be a member of the Business Division. This Sam Walton Fellow/Faculty Advisor will act in accordance with the rules, policies, and regulations set forth by SIFE Headquarters regarding all Sam Walton Fellows. This Sam Walton Fellow/Faculty Advisor will work closely with the Executive Board, as a whole, and the individual officers, in all SIFE matters. This Sam Walton Fellow/Faculty Advisor will be required to review and sign all forms established by Student Life as ones requiring a Faculty signature and all forms and documents related to expenditure of SIFE funds. Recommendations, advice, and support from the Sam Walton Fellow/Faculty Advisor will be handled with all due consideration and priority.

Article XI: Amendments

Amendments and revisions to this Constitution must be submitted in writing to the Executive Board one month prior to a vote. They require a 2/3 vote by the general membership present at the meeting in which the amendments and revisions are to be voted on. Amendment and revision requests must be posted, with the voting date, in order to provide all members with an advisement of the intent to amend and opportunity to evaluate the recommended amendment.

Article XII: Dismissal

Dismissal from Lorain County Community College will be cause for removal from SIFE. No recourse is offered to these individuals. Any member found guilty of improper conduct as discussed in the college catalog will be removed from SIFE with no recourse. Any member dismissed from SIFE and/or LCCC during any term of any academic year will be prohibited from any and all future membership or participation in SIFE and SIFE events.

October 21, 1998
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