

Jewels Incorporated Constitution

ARTICLE I Name

1. The name of this organization shall be Jewels Incorporated of Howard University.

ARTICLE II Statement of Purpose

1. The purpose of Jewels Inc., is to empower young urban girls, called Jewels, as future leaders through education, training, and social activism.
2. Jewels Incorporated is an organization dedicated to changing the negative connotation associated with being an “urban girl” in society today.
3. The purpose of this organization will be to strive to make a change by inspiring young girls to become successful in any path they choose after high school.
4. Jewels Incorporated strongly believes in giving back to the community and wishes to begin doing so through mentorship of middle and high school in Washington, DC, as the organization begins its initiative to reach out to young girls everywhere.
5. As a member of Jewels Incorporated we strive to be mentors who are role models, leaders, and positive agents of change for our mentees.

ARTICLE III Membership

1. Jewels Incorporated complies with all policies and procedures set forth at Howard University on non-discrimination. This organization supports and encourages respect for political, religious, ethnic, racial, physical, generational, sexual and intellectual differences because such respect promotes free and open inquiry, independent thought, and mutual understanding.
2. Membership is strictly limited to any female students enrolled full-time at Howard University
3. As a member of Jewels Incorporated, it is essential that you embody the persona and demeanor of a mentor in and out of the presence of your mentee
 - I. The persona and demeanor of a mentor is described in Section II of the Constitution.
4. As a member of Jewels Incorporated, you are required to show as much support of the organization as possible, including making the best effort to attend all Jewels Incorporated events on and off the Howard University campus.
5. As a member of Jewels Incorporated it is an important that you do not associate the name of Jewels Incorporated with any such action, event, or group that does not positively reflect the previously stated purpose in Article II of the Jewels Incorporated Constitution as determined by the Branch Advisory Board.

Jewels Incorporated Constitution

6. As a member of Jewels Incorporated, it is important that you are a model of the academic excellence we encourage our mentees to exercise. Listed in #7 below are the GPA requirements to be a member of Jewels Incorporated.

7. To be an active member of Jewels Incorporated you must maintain a minimum grade point average (GPA) of at least 2.75. Any grade point average that falls below the minimum expectations will result in a probationary period where the responsibilities of the member will be limited to attendance at their respective site. The branch's On Campus advisor will do its best to ensure the timely matriculation of all its members and will do so by periodically checking the academic standing of all its members.

8. A member of Jewels Incorporated attendance is required at all weekly mentoring site, regular and special meetings of the group, unless excused.

9. Members may be excused by submitting a written excuse electronically to the Assistant Branch Director at least (24) hours prior to the meeting they will be missing.

i. Three unexcused absences from one's scheduled mentoring site or general body meetings will result in a dismissal from Jewels Incorporated.

ii. Failure to contribute or participate in at least half of all scheduled fundraisers per semester for Jewels Incorporated will result in a warning.

iii. Failure to attend mandatory scheduled events for Jewels Incorporated will result in a warning.

10. Members of Jewels Incorporated may be dismissed for one of the following reasons:

1. Member in question is not in accordance with the community standards found in Article VII, Subsection 1.
2. Member does not fulfill requirements listed in Article VII regarding membership.
3. Member exhibits behavior that is not beneficial to her mentee or the overall reputation of Jewels Incorporated as determined by the Branch Advisory Board.
4. Member does not pay membership dues

11. Leave of Absence: If a member requests a leave of absence under special circumstances from Jewels Incorporated it may be granted. If the member wishes to be reinstated as an active member, the member must request a meeting with the Branch Advisory Board. The meeting shall consist of the member signing a form of reinstatement which reflects their understanding of their reactivation as a member.

ARTICLE IV Officers

1. The officers of this group shall be undergraduate members and include the Branch Director, Assistant Branch Director, Executive Assistant, Treasurer, and Director of Sites.

Jewels Incorporated Constitution

1-1. President (i.e. Branch Director)

As Branch Director one must run all meetings of the group, be the official spokeswoman for the group, appoint special committees of the group, administer the budget with the aid of the Director of Fundraising, and meet twice a month with the advisor and Branch Advisory Board to review programs.

1-2. Vice President (i.e. Assistant Branch Director)

As the Assistant Branch Director one takes over the role of leader in the absence of the Branch Director, assists the Branch Director in all areas necessary, heads up all special projects of the group.

1-3. Secretary (i.e. Executive Assistant)

As the Executive Assistant one must record all business of the group at its meetings, distributes copies of the groups' minutes after each meeting, handles all correspondence of the group and is familiar with all University regulations for student organizations.

1-4. Treasurer

As Treasurer one must maintain all financial records of the group, collect dues and distributes financial records of each member's financial standing in the group, submit to the Branch Director at each meeting a financial report of the group, prepares student government annual budget requests, create and facilitate every fundraiser for Jewels Incorporated, handle and allocate all funds for Jewels Incorporated, is familiar with student organization funding regulations.

1-5. Director of Sites

As the Director of Sites one must appoint all managers of the individual sites, assist in the planning of each workshop, maintain all paperwork for the mentees at every site, maintain all contact, immunization, and health information for each mentee, maintain a record of the attendance at every site, facilitate meetings with the managers of every site, critique the performance of each site and its manager and give a detailed report at every Site Manager meeting and Branch Advisory Board meeting

2. The executive board i.e. Branch Advisory Board of this group shall consist of the above-mentioned officers.

3. The officers of this organization shall be chosen by the general body and shall serve a one-year term.

4. To be eligible for the above-mentioned titles, the prospective candidate must be a member of Jewels Incorporated and serve on a committee for a period of at least one (1) year. In addition to this, candidate must complete an application and have an interview conducted by the current Branch Advisory Board.

Jewels Incorporated Constitution

5. The Branch Advisory Board shall be selected based on a 50% vote from previous BAB Members and a 50% vote from the General Body. All such appointed officers will serve the same one-year term as any regularly elected official.
6. Elections shall take place the first week of April yearly.
7. Elections will be by secret ballot.
8. The Branch Director will decide all ties.
9. A person may be relieved of her duties on the Branch Advisory Board if and only if (1) she resigns (2) if there is substantial proof that she is both not adequately meeting the requirements of her position and there is significant opposition to her possession of said office.

Election Procedures

As stated in Article VII of the Jewels Incorporated Constitution:

1. A person may be relieved of her duties on the Branch Advisory Board if and only if (1) she resigns (2) if there is substantial proof that she is both not adequately meeting the requirements of her position and there is significant opposition to her possession of said office or (3) it is the request of the popular vote that she be relieved of her duties.
2. Elections shall take place the first week of April yearly.
3. Elections will be by secret ballot held during a general body meeting.
4. The Branch Advisory Board will decide all ties.
5. in the event of a tie within the Branch Advisory Board, the Branch Director's vote will count twice to break the tie.
6. The final decision lies in the election process described above.

Term of Office

All officers of this organization can serve one academic year and may be elected for additional years to the same office.

Nominations

1. Nominations are required for the election of the Branch Advisory Board elect.
2. To be nominated, one must apply for the position and go through an interview with the current Branch Advisory Board. There will then be a vote where 50% of the vote is from the General Body and the other 50% of the vote coming from the Branch Advisory Board.
3. All application will be due by the second week in March to have nominations

Jewels Incorporated Constitution

announced the week before elections (The first week in April).

4. If only one person is nominated, the general body and Branch Advisory Board will vote. If nominated individual does not receive majority vote, the application cycle for that position will be reopened.
5. If more than one person is nominated, an election will take place as per Article XI.
6. All members, both general and Branch Advisory Board must apply for nomination.
7. Any Branch Advisory Board member that wishes to retain their position will be voted on by the General Body and other Branch Advisory Members.
8. Any regular member having one year in Jewels Incorporated may be nominated for election of a position on the Branch Advisory Board

Recruitment/Eligibility

1. Membership is open to all female students of Howard University with a 2.75 minimum GPA and 12 or more credit hours.
2. Recruitment for potential mentors of Jewels Incorporated will take place in the spring semester of the academic school year beginning with an Informational meeting at the beginning of January. Recruitment will be conducted in the spring to allow potential mentor candidates the opportunity to be exposed to the organization through our special events that are hosted throughout the academic year.
3. If the eleventh day of January falls outside the window of the semester, the informational session will be held on the first Wednesday of the semester.
4. At the informational session, all students interested in being a member of Jewels, Incorporated will receive information about the organization, be provided with an opportunity to ask the members of the Branch Advisory Board questions, and will be required to sign up for a group interview and individual interview.
5. The second individual interview will serve as the final and more personable opportunity for the potential candidate to express both her interest in membership and her qualifications for mentorship.
6. After the second interview, the Branch Advisory Board will decide on the appropriate number of applicants they wish to offer a membership of Jewels Incorporated to.
7. The number of Jewels members needed may vary based upon mentee involvement, therefore, the number of memberships offered are subject to the discretion of the Branch Advisory Board.
8. Recruitment for Jewels Incorporated is intended to offer equal opportunity to all Howard University female students, therefore specific questions asked during the interview(s) are undisclosed to prevent an unfair advantage for future members.
9. Priority of membership is given to those who participated in recruitment and can

Jewels Incorporated Constitution

timely contribute New Membership dues.

Article V- Impeachment of Members of the Executive Committee

Section 1. Impeachment proceedings may be brought against a member of the Executive Committee for negligence in carrying out the duties of their office, serious misconduct, and misappropriation of funds.

Section 2. Proceedings for impeachments may be instituted by three-quarters ($\frac{3}{4}$) of the executive committee or a petition signed by two-thirds ($\frac{2}{3}$) of the active members.

Section 3. A petition for the impeachment must be in writing, stating the reasons for impeachment and must be signed by two thirds ($\frac{2}{3}$) of the active members of the club. It must be forwarded to the Student Life and Activities who shall then notify, in writing, the person or persons being brought up against charges.

Section 4. A hearing will be convened by the Office of Student Life & Activities along with the office of student conduct if applicable. Following the hearing, the Office of Student Life & Activities will provide a recommendation via a $\frac{2}{3}$ vote of staff members in the Office of Student Life & Activities

Statement of Mission

The mission is to provide venues where young urban girls can acquire understanding of technical as well as social skills necessary to assume leadership roles through actual practice. Hosting collaborative events between Jewels Inc. and our Junior Jewels will instill responsibility for producing community-based events such as: entertainment, education, and promotion.

History

1. Jewels incorporated began as an all girl's street team for Prominence Promotions in addition to being community leaders.
2. First Jewels meeting for Prominence Promotions was on Wednesday, November 29, 2006 in Douglass Hall.
3. Jewels Incorporated was founded on Thursday, January 11, 2007 and incorporated in Spring 2008.
4. Brittani Marcell McClure founded Jewels Incorporated.

Jewels Incorporated Constitution

5. The first official Jewels meeting was held in Douglass Hall room 310 at 8:30 pm on Wednesday, January 24, 2007.
6. The first Jewels Director was Keisha Shelton.
7. The original Jewels Street Team Executive Marketing Director was Shatara Hook.

Advisors

1. The on-campus advisor for Jewels Incorporated must be a current member of Howard University's faculty or staff who agrees to mentor this student organizations on its purpose and operation throughout the duration of the academic school year.
2. They will serve as the liaison between the university and Jewels Incorporated interpreting the university's policies and procedures. The advisor to Jewels Incorporated is also an integral part of ensuring the organization's success and longevity on Howard University's campus.
3. The Director of Student Life and Activities and Coordinator, Fraternity, and Sorority Affairs must be notified immediately whenever an on-campus advisor resigns at which time, Jewels Incorporated's Howard University recognition will be suspended until a new on-campus advisor can be secured by the organization.
reinstatement which reflects their understanding of their reactivation as a member.

Subsection 1. Community Standards

Section 1: Hazing, as described in the Howard University Student Handbook, will not be permitted by any means to general body members or officers.

Section 2: Gossip and slander about the organization will not be permitted.

Section 3: Respect (i.e. Shared ideas, language spoken, etc.) amongst members should always be a mutual understanding amongst one another.

Committees

1. The specific and pre-existing committees of Jewels Incorporated are as follows:

1-1. Fundraising

i. Fundraising committee chair will create and facilitate every fundraiser for Jewels Incorporated and report to the Treasurer.

ii. The duties of a member of the fundraising committee are including but not limited to the following:

Jewels Incorporated Constitution

iii. As a member of the fundraising committee, one is responsible for aiding in the creation and facilitation of any fundraising endeavors.

iv. One will be required to attend at least two monthly meetings to discuss fundraising endeavors to be considered an active member

1-2. Jewels Weekend at the Mecca

i. Jewels Weekend at the Mecca is a weekend during the academic school year, held either in the Fall or Spring semester. It is a time when the mentees of Jewels Incorporated, otherwise named Junior Jewels (high school mentees) and TenderSTONES (elementary and middle school mentees), spend the weekend at Howard University with their respective Jewel to expose them to the college experience

ii. The duties of a member of the Jewels Weekend at the Mecca committee are including but not limited to the following:

iii. One will be required to meet at the agreed upon time and place weekly with the committee.

iv. Once the committee chair delegates' tasks, one must openly communicate with the committee chair regarding updates and progress made on such tasks.

v. One must be available to facilitate with the actual Weekend at the Mecca for the entire weekend.

1-3. Community Service

i. Community committee chair will plan and facilitate all community service for Jewels Incorporated.

ii. The duties of a member of the fundraising committee are including but not limited to the following:

iii. Actively find ways to increase the community awareness of Jewels Incorporated.

1-4. Charm Bracelet Gala

i. The Annual Charm Bracelet Gala is an end of the year event where the various Jewels sites can showcase what they have learned in workshops throughout the duration of the year to their families, communities and, peers.

ii. The duties of a member of the Charm Bracelet Gala committee are including but not limited to the following:

iii. One must aid in the planning, fundraising, and execution of the Annual Charm Bracelet Gala.

iv. One must be available to facilitate the production of the Gala for the

Jewels Incorporated Constitution

entire

calendar day of the Gala or provide written excuse.

1-5. Site Manager

i. The Site Manager committee chair will be appointed by the Director of Sites.

ii. The duties of a member of the Site Manager committee are including but not limited to the following:

iii. A site manager is responsible for facilitating workshops on the weekly basis.

iv. Site managers are required to keep attendance sheets and workshop evaluations and submit them to the Director of Sites by Sunday at midnight.

v. Each site manager is required to attend bi-weekly site manager meetings.

vi. In said meeting, site managers along with the Director of Sites will be responsible for planning workshops, going over attendance, policies and other announcements as well as distributing demerits.

vii. Site managers are required to attend all workshops for their assigned site.

2. All Committees must be ran by a Committee Chair and overseen by Branch Advisory Board members. Committee Chairs are selected from applications and interviews conducted by the Branch Advisory Board members

3. Committee membership is open and voluntary unless one is not able to attend a site, in which case, one must be an active member of at least two committees. (See Article VII regarding membership duties)

4. To start a new committee, one must submit a written proposal stating the purpose and goals of the new committee. One must also find a Branch Advisory Board member available to oversee the committee.

Finances

1. The Treasurer oversees all finances and financial expenditures.

2. The Treasurer is responsible for the collection and disbursement of all funds. Unless the

Treasurer elects another member to assist. In that event, the Treasurer and appointed aide will meet with the Advisor who must approve this request.

3. All committee chairs must submit any requests for funds to the Treasurer

Jewels Incorporated Constitution

electronically at least one week before funds are needed.

4. The Treasurer and the Advisor must authorize all expenditures.

5. All budgets and expenditures will be made available for the Branch Advisory Board and General Body at each General Body meeting and as requested with at least one week's notice.

6. Dues

i. Dues are a requirement to be an active member of Jewels Incorporated and must be paid to the Treasurer in the amount and on the dates specified below.

ii. Dues ensure membership for the entire academic year (August – December, January-April)

iii. New membership dues are \$30.00. This will be due at the first general body meeting post induction.

iv. All existing members of Jewels Incorporated will be required to pay \$50.00 for dues at the second General Body meeting of the Fall semester unless otherwise decided by the Branch Advisory Board.

v. Failure to pay dues by the first general body meeting of Spring semester will result in a formal probation from Jewels Incorporated.

Meetings

1. This group shall meet as a General Body a minimum of once a month for every semester that school is in session (August-November and January-April).

2. The Branch Advisory Board shall meet a minimum of two (2) times per month for every semester that school is in session (August-November and January-April).

3. Attendance is required for all members of Jewels Incorporated including the Branch Advisory Board at all at all regularly scheduled and special meetings or events of the group, unless otherwise excused.

4. Members may be excused by submitting a written excuse electronically to the Assistant Branch Director at least (24) hours prior to the meeting they will be missing.

5. Meetings for the General Body will be held in Frederick Douglass Hall at 7:00 PM unless otherwise stated.

6. Meetings for the Branch Advisory Board will be held in the iLab at 6:00PM unless otherwise stated.

7. All other committee meeting times and locations will be determined by the Chairperson of said committee and the members of said committee.

Mentoring Sites

Jewels Incorporated Constitution

i. Mentoring sites are the locations where the members of Jewels Incorporated will hold workshops for the benefit of the young ladies aged 8-18, which the members of Jewels Incorporated mentors.

ii. The Director of Sites and the Branch Advisory Board will determine mentoring sites.

iii. Mentoring sites will be held once a week, every week that school is in session (September-December and January-April).

iv. Each mentoring site will be controlled and facilitated by a Site Manager appointed by the Director of Sites and the Branch Advisory Board.

v. Attendance is mandatory at all scheduled site days.

vi. Attendance at the sites may be excused if and only if there is a written electronic correspondence with the Director of Sites at least (24) hours before your scheduled site day.

vii. Failure to provide adequate documentation for absence at a scheduled site day will result in a first-time warning.

viii. Three unexcused absences, or three site absence warnings will result in a termination of membership.

ARTICLE VII Amendments to the Constitution

1. Amendments to the constitution shall be submitted in writing two (2) weeks prior to their consideration to the Branch Director.

2. These amendments will be discussed at the next scheduled general body meeting of the group.

3. All amendments will require a two-thirds (2/3) vote for passage.

4. All amendments to constitution must be approved by the Office of Student Life and Activities.

ARTICLE XV Parliamentary Procedures

1. An agenda of all topics to be discussed should be distributed to each member at the beginning of every Branch Advisory Board and General Body meeting.

2. As each topic is discussed, all questions and comments should be addressed only after the member has presented all information.

3. Any new business or comments on old business will be addressed after the topics on the agenda have been addressed.

Jewels Incorporated Constitution

4. Any general body members that wish to make any announcement at the meeting must get approval from a Branch Advisory Board member at least 24 hours before the scheduled meeting.
5. Any procedures not mentioned in this constitution are left to the discretion of the Branch Advisory Board, namely the Branch Director.

6. Robert's Rules of Order, will govern in all matters not provided for in the aforementioned Constitution of Jewels Incorporated.

ARTICLE XVI Ratifications

1. In order for this Constitution to go in effect 2/3 of the general body must vote in favor.

Please sign and date below.

I, _____, declare that I fully understand and abide by all rules and regulations listed in this constitution.

Member Signature: _____

Date: _____

Advisor Signature: _____

Date: _____