I. Introduction..............................................................................3
II. Collegiate Chapter Formation Requirements ............. 4
III. Collegiate Chapter Advisor ........................................ 4-5
   A. Qualifications for Selection ........................................ 5
   B. Retention of Chapter Advisor ..................................... 5
   C. Role of the Chapter Advisor ......................................... 5
IV. Collegiate Membership Eligibility .............................. 5
V. Collegiate Chapter Responsibilities & Duties .............. 5-6
   A. What a Collegiate Chapter Must Do ......................... 6
   B. Chapter Meetings ...................................................... 6
   C. Code of Ethics .......................................................... 6
   D. Collegiate Dues .......................................................... 6
   E. Collegiate Chapter Officers ........................................ 6-7
   F. Election of Officers .................................................... 8
   G. Collegiate Chapter Executive Councils ...................... 8
   H. Area Collegiate Leadership Academy ....................... 8
   I. Collegiate Chapter Service Awards & Incentives ....... 8-9
   J. National Collegiate Leadership Award ...................... 9
   K. Community Service Projects ...................................... 9
VI. Collegiate Chapter Checklist ........................................ 9-10

Appendix A. Collegiate Membership Application ............. 11
Appendix B. Sample Bylaws/Constitution ......................... 12-18
Appendix C. Sample Induction Ceremony Outline ............. 19
Appendix D. Sample Induction Ceremony Script ............... 20-21
Appendix E. Sample Collegiate Chapter Pledge ............... 22

NOBLE’s Mission

To ensure equity in the administration of justice in the provision of public service to all communities, and to serve as the conscience of law enforcement by being committed to justice by action.
I. Introduction

Collegiate NOBLE Chapters have an important role to play on the college/university campus. The effective execution of that role requires that the Chapter be a responsible, productive, and cooperative segment of the National Organization of Black Law Enforcement Executives (NOBLE) and the total college/university community.

Across the United States, police departments and other public safety agencies are struggling with recruitment and retention of qualified minorities in their ranks. The gap between our young people and law enforcement is widening. NOBLE is making an investment in the decision-making process of college students contemplating a future in public safety. Many of the students live away from home and are in dire need of proper guidance and positive role models to help them realize their full potential. These students are our future leaders. We recognize that students relate better to their peers and they can help promote dialogue and different perspectives on issues impacting youth today.

Members of a Collegiate chapter will assist the local Host NOBLE Chapter with its programmatic initiatives that support the development of social, emotional, educational, and physical needs of youth who have few or no positive role models in the communities in which they live. The Collegiate Chapter program is not intended to create a separate functioning group that operates independently from the local Host NOBLE Chapter. The right to use intellectual properties must be approved by the host NOBLE Chapter through authorization from the National Headquarters.

The Collegiate Chapter, therefore, is not fraternal in nature and does not include the process of pledging or hazing to gain affiliation or membership. Rather, the Collegiate Chapter adds value by serving as a core of service-minded volunteers to help carry out the mission of NOBLE and support the activities of the Host Chapter.

*It is expected that those chosen as members of the Collegiate Chapter will gain a greater appreciation for the mission and goals of NOBLE. Through this union, an alliance will be formed with members of the global network of NOBLE Chapters who will prepare the collegiate members to become potential members of the National Organization of Black Law Enforcement Executives (NOBLE)*

"Justice by Action"

N O B L E

National Organization of Black Law Enforcement Executives
II. Collegiate Chapter Formation Requirements

The formation of a Collegiate Chapter is directed by the National Collegiate Chairperson and the local NOBLE Chapter. To become the Host Chapter of a new Collegiate Chapter, the local NOBLE Chapter must:

Step 1:
- Be in good financial and compliance standing with NOBLE.
- Contact the National Collegiate Chairperson to obtain the proper course of action for starting a Collegiate Chapter.
- Submit the Collegiate New Chapter checklist to the National Collegiate Chairperson.
- Submit a letter of approval to start a Collegiate Chapter on campus from the President/VP of Academic Affairs/Dean of Students, or the appropriate authorizing entity.
- Have a minimum of 10 interested students to form a Collegiate Chapter.

Step 2:
- Obtain an on-campus advisor and forward his/her contact information to the National Collegiate Chairperson.
- Conduct an Information Session with potential members to discuss the collegiate program and its purpose, policies, protocols and process.
- Obtain and review membership applications.
- Communicate acceptance to the Collegiate Chapter to approved applicants.

Please note: The College/University campus policies and procedures for all Collegiate Chapters will determine the appropriate processes needed to be compliant.

III. Collegiate Chapter Advisor

Each Collegiate Chapter must have a bona fide advisor who will ensure that the student organization: (1) complies with all college/university policies and procedures; and (2) remains focused on the mission and goals of NOBLE and its host Chapter. The Chapter Advisor serves as a liaison between the college/university administration and the local Chapter of NOBLE. The majority of Collegiate Chapters are new to NOBLE. Therefore, there is a need for the guiding hand and assistance of a wiser and more experienced NOBLE member in the operation of the Collegiate Chapter on campus. This need is met by the Chapter Advisor.

The role of the Chapter Advisor is two-fold: (1) to ensure that the Collegiate Chapter is a productive and cooperative segment of the total community; and (2) to help collegiate members develop into the next generation of men and women who make sustainable impact in their communities, their state, and across the globe.

The Chapter Advisor should come from the faculty or staff of the college/university and be a member in good standing where the Host NOBLE Chapter is located. The Host Chapter will be responsible for selecting the Chapter Advisor and submitting his/her name and credentials to the college/university and the Chairperson of the National Collegiate Committee for approval. In the event there are no members in the local Chapter who are employed at the college/university, the local Chapter president will appoint an Advisor until such time the Chapter members are in a position to recommend a selection. The Collegiate Chapter, the Host NOBLE Chapter,
and the Advisor will be notified once approval has been received by both the college/university and the Chairperson of the National Collegiate Committee.

The selection and approval of a Collegiate Chapter Advisor is in accordance with Article V of the Collegiate Chapter Bylaws/Constitution contained in this Policy Manual:

Section A: Qualifications for Selection  
Section B: Retention of Chapter Advisor  
Section C: Role of the Chapter Advisor  
   Sub-section C-1: College Administration  
   Sub-section C-2: Collegiate Chapter Meetings  
   Sub-section C-3: Selection Process  
   Sub-section C-4: National and Regional Participation  
   Sub-section C-5: Start of Year Session  
   Sub-section C-6: Other Activities

IV. Collegiate Membership Eligibility

To be eligible for membership in a Collegiate Chapter, a prospective candidate must:

1. Be enrolled as a current full-time student at an accredited college or university;  
2. Be a student in good standing with the college/university and possess a cumulative GPA of 2.0 for an active Collegiate member and a cumulative GPS of 3.0 for a Collegiate Board member (on a 4.0 system);  
3. Actively participate in the Collegiate and/or Host Chapter community service projects;  
4. Have a positive record of extracurricular activities, community involvement, and campus organizations.

V. Collegiate Chapter Responsibilities and Duties

A. Once a Collegiate Chapter has been established, it must:  
   1. Submit a Membership Roster at the beginning of each semester, to the Host Chapter and NOBLE National that includes the email address (mandatory); phone number; and mailing address (mandatory) of each member;  
   2. Report significant activities in either the Collegiate or Host Chapter report;  
   3. Devise a Collegiate programmatic outline for each academic year;  
   4. The Collegiate Chapter President or collegiate representative will present a written report of the Collegiate Chapter activities to the Host Chapter at the Host Chapter meeting;  
   5. Identify a community need or opportunity;  
   6. Promote, among collegiate graduating members the aspiration to become a member of NOBLE;  
   7. Establish (3) standing committees: Membership, Fundraising and Special Programs;  
   8. It is strongly encouraged that Collegiate members strive to attend NOBLE’s Annual Training Conference and Exhibition;  
   9. Work closely with Host Chapter to meet all requirements
B. **Chapter Meetings**
Meetings will be scheduled at a minimum of once a month for the collegiate members. The time and location will be determined by the members.
1. Collegiate Chapter Executive Board meetings should be held at a minimum of once a month.

C. **Code of Ethics**
Collegiate Chapters must adhere to all University policies governing campus organizations. Therefore, a Code of Ethics has been established to maintain the integrity of the Collegiate Chapter.

**Collegiate members shall not:**
- Use profane language or display other conduct that is not consistent with that of a positive role model;
- Smoke, purchase or consume alcoholic beverages and/or illegal substances in accordance with university/college policy and the law;
- Strike or threaten students with physical abuse;
- Verbally abuse or ridicule students;
- Use social media to harass, threaten, or display a negative image of oneself, the collegiate chapter, or the university/college.
- Engage in horseplay which may result in a negative response from the student, the school, parent, teacher, or representative of the Host Collegiate Chapter or NOBLE;
- Transport students in vehicles unless prior approval has been obtained by the Host Chapter and proof of the appropriate automobile liability coverage has been established.

D. **Collegiate Dues**
1. Each Collegiate member must pay a $10.00 local membership fee annually to the Host Chapter until such time as national collegiate chapter membership dues have been established. Collegiate members will receive an electronic membership card and certificate.
2. Any collegiate chapter dues for the collegiate chapter will be established by the collegiate chapter.

E. **Collegiate Chapter Officers**
Each Collegiate Chapter will elect chapter officers whose principal responsibilities shall be to serve as liaison between the Collegiate Chapter and the Chapter Advisor. Each Collegiate Chapter shall select a President, Vice President, Secretary and Treasurer who shall have the following responsibilities:

**President:**
The President of the Collegiate Chapter will be entrusted with the following duties:
- Presides over meetings;
- Serves as the official spokesperson for the Collegiate chapter;
- Responsible for coordinating annual volunteer activities with the staff or designated member of the Host Chapter.
- Ensures that objectives assigned to his/her Chapter are carried out appropriately.
- Ensures that the Collegiate Chapter complies with college/university regulations as it relates to NOBLE

*National Organization of Black Law Enforcement Executives*
student and volunteer organizations.
• Ensures that the Collegiate Chapter documents data as required by the Host Chapter and university/college.
• Appoints chairpersons for the standing Membership, Fundraising and Special Programs committees. Optional ad hoc committees can include, but are not limited to:
  • Education Chair
  • Health & Wellness Chair
  • Economic Development Chair
  • Special Programs Chair
• Attend monthly meetings of the local Collegiate Chapter.
• Ensures he/she, or his/her designee attend the regular Host Chapter meeting to report on the activities of the collegiate chapter.

Vice President:
The Vice President of the Collegiate Chapter will be entrusted with the following duties:
• Performs all duties of President in his/her absence and other duties as assigned.
• Oversees all standing and ad hoc committees
• Planning and implementation of Collegiate Chapter monthly activities and events.
• Oversees progress of programming.
• Reserve rooms for programs and meetings.

Secretary:
The Secretary of the Collegiate Chapter will be entrusted with the following duties:
• Maintains current list of all members of the Collegiate Chapter along with phone numbers, emails (mandatory), and physical addresses.
• Maintains calendar of events for students to participate in monthly activities and events.
• Submits monthly report of participation by members of the Collegiate Chapter to include dates of volunteer service and those served.
• Disseminates information to members of the Collegiate Chapter as appropriate.
• Responsible for initiating marketing announcements regarding Collegiate Chapter meetings and/or scheduled events via Social Media; Twitter; Email, etc.
• Responsible for maintaining attendance records at Collegiate Chapter meetings and scheduled events.
• Record minutes during each meeting;
• Read minutes from prior meeting at the beginning of each meeting.

Treasurer:
The Treasurer of the Collegiate Chapter will be entrusted with the following duties:
• Collects and records collegiate chapter dues. Where necessary, collects any and all monies and ensures that funds are timely recorded, appropriated and/or disbursed in accordance to college/university policies and procedures.
• Manages and accounts for all funds contributed to and collected by the Collegiate Chapter, as well as those funds allocated to the Collegiate Chapter by the Host Chapter.

N O B L E
National Organization of Black Law Enforcement Executives
F. **Election of Officers:**
- Elections will be held yearly in accordance with College/University policies.
- Nominations for officers will occur during the meeting prior to elections.
- Collegiate Candidates will be required to submit a candidate statement letter to the Chapter Advisor (1) month prior to elections indicating:
  - Why the candidate wants to run for this position?
  - Qualifications the candidate holds that qualifies for the position?
- Candidates must accept or decline nomination during the nomination meeting.
- Candidates for elected positions must give a speech during the election meeting stating why he/her is qualified for the position.
- Candidates will be voted on via secret ballot and the results will be given immediately after the election.
- Non-elected officers are not required to give a speech.
- Officers may be re-elected for multiple terms.
- A term is defined as one (1) academic year.

G. **Collegiate Chapter Executive Councils:**
Collegiate Executive Councils were created to facilitate knowledge-sharing between those Collegiate Chapters that share the same Host Collegiate Chapter. The Executive Council will be comprised of the President and Vice President of each of the area Collegiate Chapters. They shall meet at least once per semester (in person; via webinar). However, additional meetings may be called from time to time as necessary.

*The purpose of the Executive Council is to:*
1. Share experiences and build relationships;
2. Determine ways of enhancing the quality of volunteer services;
3. Determine how to recruit students to participate in Collegiate Chapters; and
4. Plan a Collegiate Day or other joint events approved by the Chapter Advisor and National Collegiate Chairperson.

H. **Area Collegiate Leadership Academy**
At the beginning of each academic year, a Collegiate Leadership Day will be planned. Hosting of Collegiate Leadership Day will rotate from schools that have two or more Collegiate Chapters in the area. Guest speakers will be invited to discuss particular youth related issues.

Coordination of Collegiate Leadership Day will be handled by the Executive Council in conjunction with the Education Committee; the National Collegiate Chairperson; NOBLE HQ and the Host Collegiate Chapter.

I. **Collegiate Chapter Service Awards and Incentives**
- The Collegiate National Chairperson shall select a Collegiate Chapter of the Year. The Collegiate Chapter of the Year will be announced during April/May of each year.
- Quarterly seminars will be planned for Collegiate Chapters by the local Host Collegiate Chapter.
- At the end of each semester, collegians will be invited to a reception hosted by the

---

**N O B L E**

National Organization of Black Law Enforcement Executives
Host Collegiate Chapter. Graduating seniors will be honored and recognized, along with the announcement of collegians of the month, semester and year, as appropriate.
  o This event will be determined based on the capacity of the chapter
• The Host Collegiate Chapter will share the resources of its membership with the collegiate members in order to enhance their development and opportunities.

J. National Collegiate Leadership Award
The award will be presented at NOBLE’s Annual Training Conference and Exhibition. It is an annual award intended to recognize the wonderful community service projects of the Collegiate Chapter in the community and on campus.

K. Community Service Projects
Collegiate Chapters are encouraged to perform community service projects that include a wide variety of activities and are designed to benefit others in the community and on campus.

Examples of Service Projects (can include but are not limited to)
• Collect books for donation to schools/library
• Collect coats for donation to Goodwill/other charitable organization
• Partner with a local school to execute on a particular goal
• Rake lawns for elderly
• Assemble care packages for servicemen and women
• Collegiate Week – sponsoring and promoting a “Unity Week”
• Provide help for students moving into dorms
• Conduct campus tour guides
• Collect food and provide manpower for local food pantries and soup kitchens

VI. Collegiate Chapter Checklist

_____ Contact the National Collegiate Chairperson and confirm the proper course of action
_____ Obtain a Chapter Advisor who must be a full or adjunct faculty of the College/University or staff of the College/University where the Collegiate chapter is located
_____ Submit letter of Approval to the Host Chapter from the President/VP of Academic Affairs/Dean of Students from the College or University as determined by the College/University policies such as appropriate representative
_____ Complete membership application
_____ Recruit eligible members
_____ Communicate acceptances to eligible applicants

N O B L E
National Organization of Black Law Enforcement Executives
Convene initial collegiate chapter meeting
Elect Officers
Develop Chapter Bylaws/Constitution
Identify a community need or opportunity
Submit Collegiate Chapter Roster to Host Chapter & Collegiate Chairmen
Appendix A: Application – Return application to the Collegiate Chapter Advisor

(Please print or type)
Appendix B: Sample Bylaws/Constitution of Collegiate Chapter

Article I: Name

The name of this chapter shall be known as _________________________________ Collegiate Chapter of the National Organization of Black Law Enforcement Executives (NOBLE).

Article II: Affiliations

Section 1: This organization is an auxiliary collegiate chapter of NOBLE
Section 2: This Chapter must govern itself according to the guidelines set by the National Office of NOBLE.

Article III: Purpose and Objectives

The mission of the Collegiate Chapter known as ___________________________ is to support the Host Chapter of NOBLE in its efforts to nurture and enhance the growth, development and opportunities for young adults.

Article IV: Membership

Section 1: Membership is granted through an application process and interview process.

Section 2: Eligibility:
- Any individual who is a college/university student, enrolled in undergraduate or graduate programs at the college/university is eligible for membership to the chapter.
- Individuals with a 2.0 GPA is preferred. Students below a 2.0 GPA will be considered on a case by case basis.
- All new membership applications require the signature of the Collegiate Chapter Advisor and the Host Chapter President.
- Member must demonstrate a high moral character;

Section 3: The Guidelines for Dues are as follows
- Each Collegiate member must pay a $10.00 local membership fee annually to the Host Chapter until such time as national collegiate chapter membership dues have been established. Collegiate members will receive an electronic membership card and certificate.
- Any collegiate chapter dues for the collegiate chapter will be established by the collegiate chapter.

Section 4: Termination of Membership is granted through an application process and interview process. 
Members of the chapter shall be terminated for anyone of the following reasons:
- Any member may voluntarily terminate his/her membership by tendering his/her resignation in writing to the Chapter Advisor and/or the President of the Collegiate chapter.
- Any member of the chapter will be subject to dismissal in accordance with college/university polices.
- Any member can be suspended from participating in any chapter activities by the Collegiate Chapter Advisor.
Article V: Collegiate Chapter Advisor

Each Collegiate Chapter must have a bona fide advisor who will ensure that the student organization: (1) complies with all college/university policies and procedures; and (2) remains focused on the mission and goals of NOBLE and its host Chapter. The Chapter Advisor serves as a liaison between the college/university administration and the local Chapter of NOBLE. The majority of Collegiate Chapters are new to NOBLE. Therefore, there is a need for the guiding hand and assistance of a wiser and more experienced NOBLE member in the operation of the Collegiate Chapter on campus. This need is met by the Chapter Advisor.

The role of the Chapter Advisor is two-fold: (1) to ensure that the Collegiate Chapter is a productive and cooperative segment of the total community; and (2) to help collegiate members develop into the next generation of men and women who make sustainable impact in their communities, their state, and across the globe.

The Chapter Advisor should come from the faculty or staff of the college/university and be a member in good standing where the Host NOBLE Chapter is located. The Host Chapter will be responsible for selecting the Chapter Advisor and submitting his/her name and credentials to the college/university and the Chairperson of the National Collegiate Committee for approval. In the event there are no members in the local Chapter who are employed at the college/university, the local Chapter president will appoint an Advisor until such time the Chapter members are in a position to recommend a selection. The Collegiate Chapter, the Host NOBLE Chapter, and the Advisor will be notified once approval has been received by both the college/university and the Chairperson of the National Collegiate Committee.

The selection and approval of a Collegiate Chapter Advisor is based on the following criteria:

A. Qualifications for Selection

1. The Chapter Advisor must be a financially active member of NOBLE.
2. The Chapter Advisor should, whenever possible, be a respected member of the faculty or staff of the institution where the Chapter is located.
3. The Chapter Advisors are expected to participate in collegiate training. The training will be an online module or a Webinar conference call. A certificate of completion will be provided once the training is complete.
   a. The objective of the training is to provide an orientation to new advisors and a refresher and updating session for members already serving as Chapter Advisors.
4. The Chapter Advisor must have a conference call with the Collegiate National Chairperson to ensure that all issues relating to the advisement of the Chapter are clear.

B. Retention of Chapter Advisor

In order for a Chapter Advisor to be retained as Advisor, he/she must continue to adhere to the qualifications listed above. Special emphasis is placed on attendance at NOBLE’s Annual Training Conference and Exhibition and the host of Chapter meetings.
C. Function of the Chapter Advisor
The Chapter Advisor functions in many very important capacities in the total operation of a Collegiate Chapter. These functions include serving as a liaison officer, counselor, supervisor, and mentor. In performing his/her functions and duties, the Advisor has a responsibility to NOBLE and to the members of the Host Chapter. The basic responsibilities are as follows:

1. College Administration
As a liaison between the college/university administration and the Host Chapter, the Advisor must be able to clearly articulate to the collegiate membership the Institution’s administrative polices and the reason for them. The Advisor is to be informed of all Collegiate Chapter planned programs, projects and operations to be executed on and off campus. Although the Collegiate members plan and think for themselves, the Chapter Advisor guides them to sound judgments and good decisions and is responsible for approving all suggestions and ideas.

2. Collegiate Chapter Meetings
The Chapter Advisor should be notified of all Collegiate Chapter regular and special meetings of the Collegiate Chapter, and should be advised of the business scheduled to be transacted at the meeting. The Chapter Advisor should make the members of the Collegiate Chapter aware of the importance of holding meetings regularly and at reasonable times. It is expected that the Chapter Advisor will attend all Collegiate Chapter meetings and functions.

3. Selection Process
The Advisor must encourage the members of the Collegiate Chapter to focus on the importance of quality as opposed to quantity in seeking members of the Collegiate Chapter. He/she is to ensure adherence to the policies of NOBLE relating to the selection process and must also participate in the process.

4. National and Regional Participation
The Advisor must encourage the members of the Collegiate Chapter to participate in all programs sponsored by the National organization and local Chapters and Regions. It is also his/her duty to encourage the Collegiate Chapter to submit all reports required by the Host Chapter and the National Collegiate Chairperson.

5. Start of Year Session
The Advisor must meet with the members of the Collegiate Chapter at the start of each academic year to share with them their roles and responsibilities as members of the Collegiate Chapter. Each member of the Collegiate Chapter must sign a document acknowledging that he/she participated in this session and that he understands and agrees with the information presented.

6. Other Activities
The following are some activities that the Advisor should encourage to happen:

- The Advisor should be provided with a Collegiate Chapter Roster that includes the names, telephone number(s), and email (EMAIL IS REQUIRED Information) and home addresses of all collegiate members. This information should be sent to the National Collegiate Chairperson and the National Headquarters of NOBLE.
• The Advisor should ensure that the names of Chapter officers elected for the ensuing year are forwarded to the National Collegiate Chairperson and to the National Headquarters of NOBLE.
• The Advisor should develop a systematic method of determining where each graduating collegiate member will reside after college graduation. The Advisor would then establish communications between the graduating member and a contact member who is active with a local NOBLE Chapter in the area in which the graduating member will be residing after graduation as well as with the National Headquarters of NOBLE. Ideally, the local Chapter could assist the recently graduated member to settle in the community and provide him assistance in seeking employment, if assistance is needed.
• The Advisor should arrange for career-related sessions to be held that will be designed to discuss topics such as, Dress for Success, Successful Interviewing Techniques, Networking, Job Search, Preparing a Quality Resume, etc.

Please note: There will be a strict adherence to College/University campus policies and procedures for all Collegiate Chapters.

Article VI: Officers

Section 1: The elected executive officers of the collegiate chapter shall be:
• President
• Vice President
• Secretary
• Treasurer
  o The Collegiate Chapter President may appoint any member, who is in good standing with the chapter to any open position on the Executive Board, if appropriate and in consultation with the Vice President.

Section 2: Standing Committee Chairs are as follows but are not limited to:
• Membership Committee
• Fundraising Committee
• Special Programs

Section 3: Ad Hoc Committee Chairs can include but are not limited to: (optional)
• Education Chair
• Health & Wellness Chair
• Economic Development Chair

Section 4: The President, Vice President, Secretary, and Treasurer shall be the Executive Board of the Collegiate Chapter.
Article VII: Elections

Section 1: Elections will take place at the beginning of each academic year and new officers will be installed at the next meeting following the election.

Section 2: Nominations for officers will occur the meeting before elections;

Section 3: Candidates must accept or decline nomination during the nomination meeting;

Section 4: Candidates will be required to submit a candidate statement letter to the Chapter Advisor (1) month prior to elections indicating:

- Why the candidate wants to run for this position?
- Qualifications the candidate holds that qualifies for the position?

Section 4: Candidates for elected positions must give a speech during the election meeting stating why he/she is qualified for the position;

Section 5: Candidates will be voted on via secret ballot and the results will be given immediately after the election;

Section 6: Non-elected officers are not required to give a speech;

Section 7: Officers remain in office for maximum of two-terms;

Section 8: A term is defined as (1) academic year

Article VIII: Vacancies

Section 1: The following guidelines can be used to fill vacancies:

- If the Office of the President is vacant, it is then the responsibility of the Vice President to fulfill said duties.
- If the office of the Vice President is vacant, the President shall appoint a member of the chapter in good standing and serve the remainder of the term.
- If there are vacancies in any other positions, the President, with the approval of the majority vote from the Executive Board may appoint a member that is in good standing to complete the rest of the term.

Article IX: Duties and Authority

The Collegiate Chapter officers shall have duties and authority as generally pertain to respective positions according to “Robert’s Rules of Order”. Such duties and authority may be conferred by the President when necessary and must meet all policies/procedures pertaining to organizations within the college/university.

Section 1: The duties of the President are as follows, but not limited to:

- Presides over meetings;
- Serves as the official spokesperson for the Collegiate chapter;
- Ensures he/she, or his/her designee attend the regular Host Chapter meeting to report on the activities of the collegiate chapter.
- Ensure that the chapter is in compliance with the Host chapter and college/university

N O B L E

National Organization of Black Law Enforcement Executives
Section 2: The duties of the Vice President are as follows, but not limited to:

- Performs all duties of President in his/her absence and other duties as assigned.
- Oversees all standing and ad hoc committees
- Planning and implementation of Collegiate Chapter monthly activities and events.
- Oversees progress of programing.
- Reserve rooms for programs and meetings.
- Assist with the planning and implementation of fundraising.

Section 3: The duties of the Secretary are as follows, but not limited to:

- Maintains current list of all members of the Collegiate Chapter along with phone numbers, emails (mandatory), and physical addresses.
- Maintains calendar of events for students to participate in monthly activities and events.
- Submits monthly report of participation by members of the Collegiate Chapter to include dates of volunteer service and those served.
- Disseminates information to members of the Collegiate Chapter as appropriate.
- Responsible for initiating marketing announcements regarding Collegiate Chapter meetings and/or scheduled events via Social Media; Twitter; Email, etc.
- Responsible for maintaining attendance records at Collegiate Chapter meetings and scheduled events.
- Record minutes during each meeting;
- Read minutes from prior meeting at the beginning of each meeting.

Section 4: The duties of the Treasurer are as follows, but not limited to:

- Collects and records collegiate chapter dues. Where necessary, collects any and all monies and ensures that funds are timely recorded, appropriated and/or disbursed in accordance to NOBLE and college/university procedures;
- Manages and accounts for all funds contributed to and collected by the Collegiate Chapter, as well as those funds allocated to the Collegiate Chapter by the Host Chapter.
- All furnished accounts and financial matters must be in accordance with college/university policy and coordinated through the Collegiate Chapter Advisor.

Section 5: The duties of the Membership chair/committee are as follows, but not limited to:

- Schedule and publicize Interest meetings;
- Distribute and collect applications from aspiring members;
- Coordinate interviews and application reviews;
- Lead discussion and election results of prospective new members;
- Work with NOBLE National on recruitment and retention for the Collegiate chapter;

NOBLE
National Organization of Black Law Enforcement Executives
Section 6: The duties of the Special Programs chair/committee are as follows, but not limited to:
- Arrange social outings and bonding activities for members;
- Develop and coordinate any additional programs/activities adopted by the Chapter or assigned by the President.

Section 7: The duties of the Fundraising committee are as follows, but not limited to:
- Developing and implementing various activities and events that will raise money for the Collegiate chapter;

Article X: Attendance

Section 1: At a minimum, meetings will be held monthly as determined by the chapter members;
Section 2: At a minimum, the Collegiate Executive Board will meet bi-monthly;
Section 3: Meetings cannot start without a two-thirds quorum of members present;
Section 4: Excessive absences should be addressed by the Collegiate Chapter Advisor and/or the Collegiate Chapter Executive Board.

Article XI: Disciplinary Procedures
All decisions will be made in accordance to College/University policies.

Section 1: Suspension
- Any member can be suspended from participating in any chapter activities by the Collegiate Chapter Advisor.

Section 2: Termination/Expulsion
- The expulsion of a collegiate member will need to be approved by the Collegiate Chapter Advisor and Host Chapter Executive Board.

Article XII: Ratification of Bylaws/Constitution
Section 1: Bylaws/Constitution must be approved by two-thirds of the membership.

Article XIII: Amendments to Bylaws/Constitution
Section 1: Constitutional revisions will be done at the beginning and end of each semester if deemed necessary by the Collegiate chapter;
Section 2: Amendments can be presented to and voted on by the group during revision meetings;
Section 3: Amendments must be approved by a two-thirds vote.
### Appendix C: Sample Induction Ceremony Outline (optional)

#### Order of Ceremony

<table>
<thead>
<tr>
<th>Processional</th>
<th>Inductees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Collegiate Chapter President</td>
</tr>
<tr>
<td>Prayer</td>
<td>Chaplin</td>
</tr>
<tr>
<td>Greetings</td>
<td>School Official Host Chapter</td>
</tr>
<tr>
<td>Introduction of Speaker</td>
<td>Keynote</td>
</tr>
<tr>
<td>Speaker</td>
<td>TBD</td>
</tr>
<tr>
<td>Remarks</td>
<td>TBD</td>
</tr>
</tbody>
</table>

*Adjournment*

*(Light refreshments served immediately following adjournment)*
Appendix D: Collegiate Chapter Induction Ceremony Script

COLLEGIATE CHAPTER INDUCTION CEREMONY (SCRIPT) (optional)

(All Stand)

Chapter President: Leads the ceremony and members of the Host Collegiate Chapter follow when prompted:

President: We the members of the NOBLE Collegiate Chapter (Chapter name) are gathered here to determine if these students are cut from the cloth of excellence and will do their part to uphold the mission and goals of the National Organization of Black Law Enforcement Officers (NOBLE).

Members: (Mr./Ms.) President, on behalf of the NOBLE Collegiate Chapter (Chapter name), I recommend that we accept these students as the Charter Chapter of the Collegiate chapter at (name of college/university). I further recommend that they be entitled to all of the rights and privileges associated with induction to the Collegiate Chapter both locally and nationally.

President: Is it your pleasure to accept these students into the ranks of the Collegiate chapter?

Members: Yes, we accept these candidates.

President: On behalf of the NOBLE Collegiate Chapter of (Chapter Name) and the national NOBLE headquarters we are proud to formally bring you into the fold. Now with this privilege also comes a responsibility that we would ask each of you to uphold.

President: Will each of you strive for academic excellence?

Collegiate: I will.

President: Will each of you all strive to be a role model for other young men and women on campus and in the communities from which each of you have?

Collegiate: I will.

President: Will each of you strive to set an example that is crime and drug free and based on integrity and honesty.

President: Will each of you strive to set an example that is crime and drug free and based on integrity and honesty.

Collegiate: I will.

VP President: Collegiate’ s please repeat after me….

(Read/Response-----to the Collegiate)
Collegiate: I accept the challenge and the responsibility that comes with being a part of the (Chapter name) of the Collegiate chapter (College/University’s Name). I pledge to uphold the mission and goals of NOBLE of (Chapter Name) and the collegiate chapter at all times. As a member of the collegiate chapter, I will always conduct myself in a manner that will be positive and serve as a role model for all.

VP President: NOBLE and the (number of collegiate chapters) collegiate chapters all across this great nation and abroad, welcome you. We want you to find a home within the NOBLE family. We want you to count on us, the members of NOBLE for leadership, guidance, direction, and most importantly, a friendship of brotherhood.

Chaplain Prayer

Collegiate Chapter Pledge

President: It is my pleasure to welcome you aboard as an affiliate Collegiate Chapter of NOBLE of (Chapter name) at (College/University’s Name).

New inductees’ receiving line.............
Appendix E: Collegiate Chapter Pledge

Collegiate Chapter Pledge

I, ______(Name)____ accept membership into the NOBLE Collegiate chapter at (College/University's Name).

I understand that my membership is based on my ability to follow and abide by the principles set forth by the (Chapter’s Name) of NOBLE: “To ensure equity in the administration of justice in the provision of public service to all communities, and to serve as the conscience of law enforcement by being committed to justice by action.”

As a Collegiate chapter member, I will strive to improve and develop the following principles:

RESPONSIBILITY:
To improve the college/university and general community in which we live.

EDUCATION:
To learn the necessary skills that will develop me as a person and enhance my marketability and future career success.

ACHIEVEMENT:
To set high standards and goals for myself and develop a plan that will help me maintain my goals.

LEADERSHIP:
To learn from my mentors, life experience and training tools needed to become a successful and productive contributor to society.

MEN & WOMEN:
To carry out the wishes of my Creator by giving back to those along my life’s journey by serving as a peer leader and role model to those in need.

ENRICHMENT:
To share my experiences and testimony with others in order to make a positive difference in their lives and my own.

NETWORK:
To realize the strength of brother and sisterhood to develop a strong support system throughout my involvement that will help me grow mentally, spiritually, socially and professionally.