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The Brandeis National Committee is a nonprofit association that is tax-exempt under Section 501c(3) of the Internal Revenue Code.

**MISSION STATEMENT**

Brandeis National Committee is dedicated to providing philanthropic support to Brandeis University, a distinguished liberal arts and research university founded by the American Jewish community. Its membership is connected to the University through fundraising and through activities that reflect the values on which the University was founded: academic excellence, social justice, non-sectarianism and service to the community.
July 2015

Dear Region Presidents and Liaisons,

This handbook has been developed as a guideline for you as you actively work with and help your chapters.

We realize that not all chapters and regions necessarily fit into a single mold. It is quite all right to have a different leadership format, providing that it complies with the standards of the BNC. The national officers and National Center staff are ready to answer any leadership questions or concerns you may have. They are just an e-mail or phone call away.

We truly appreciate your commitment to the BNC and Brandeis University. On behalf of the BNC leadership, we thank you for your volunteerism and support.

Cordially,

Barbara Sander
National President

941-536-0813
neverbetterii@aol.com
# Region Presidents Team
## 2015 - 2016

<table>
<thead>
<tr>
<th>Region</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>
# National Officers

## 2015 - 2016

<table>
<thead>
<tr>
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<th>Email Address</th>
<th>Position</th>
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For donations to *Book Fund* call our toll free number: 1-888-862-8692

Office Hours:  Monday – Friday 8:30 am — 4:30 pm

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<tr>
<th>Contact for:</th>
<th>Name and Title</th>
<th>Phone Number</th>
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<tr>
<td>Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Line</td>
<td></td>
<td>781-736-7588</td>
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</tbody>
</table>
Why Have Regions?

The primary purpose of the Region is to provide an additional level of support between local chapters and the national organization, to enhance the connection between chapters and the University, and to be knowledgeable about, and to further, the BNC mission. Regions and National assist chapters by strengthening their leadership and encouraging them to meet their goals. Each keeps the other informed.

The Region should implement plans and programs that bring additional enrichment to every chapter and instill a feeling of pride in affiliation. Like Regions, National also has specific responsibilities. It periodically informs each Region of the status of its financial and membership goals. It provides assistance in Region workshops to train Region and chapter chairs in the techniques and skills of a particular function (Leadership, Fundraising, Membership, Programming, etc.) National also provides a link with the Brandeis University community and ensures that protocols and practices are consistent with Brandeis’s ethical and legal standards.

Regions develop and are governed by their own bylaws and/or policies that can be tailored to their individual needs. For example, larger Regions can assign liaisons to groups of chapters; in this case the liaisons will report to the Region President on a regular basis.

The Regions should accommodate the Rules of Association that govern the Brandeis National Committee. (page 13). While each Region is different, the following general purposes and goals apply to all Regions:

Help improve chapter performance and potential

- Provide guidance and support for leadership, fundraising, membership, and programming through training sessions at Region conferences, workshops, and/or chapter visits
- Identify, train, and mentor leaders
- Monitor chapters’ membership and financial progress towards goals, based on monthly reports and national quarterly reports. Encourage chapters to meet and/or exceed their annual goals; provide ideas and suggestions on ways to attain them
- Organize special events that will financially benefit the chapters and Region
- Share ideas, updates, and information with chapter presidents and transmit their ideas to National

Communicate

- Stay in touch with chapters via e-mail, phone, flyers, and bulletins/newsletters, preferably online
- Encourage chapters to establish closer contact with each other
- Organize new chapters

Expand and strengthen the Region

- Organize new chapters
Region Officers

Region President/Co-Presidents

- Serve for a term of two years
- Preside at all meetings of the Region, and if applicable, its Executive Board/Advisory Committee
- Recommend candidates for Region positions and to the National Nominating Committee
- Participate in Region Presidents Team monthly conference calls
- Inform and consult with National about all Region activities
- Appoint Chairs of Standing Committees (except the chair and members of the Nominating Committee, who are elected), and chairs and members of Special Committees, in consultation with Advisory Committee, if applicable
- Approve bills for payment by the treasurer(s)
- Present Region reports as requested for NEC meetings and send a copy to the National Center

Region Liaison(s)

Note: The role of Liaison can vary by Region. It typically is to provide oversight of a group of chapters and to represent those chapters within a broader Region or to National.

- Serve at least two years
- Oversee the Region or group of chapters and, if applicable, chair Region meetings or its Executive Board/Advisory Committee
- Recommend candidates for Region positions and to the National Nominating Committee
- Participate in Region Presidents Team monthly conference calls
- Inform chapters of Region, BNC National, and Brandeis University news
- Inform and consult with National about all Region activities
**Treasurer(s)**

- Maintain all Region financial records and Region bank account
- Prepare budgets for special events/programs
- If money is needed for Region events and/or expenses, submit request to the National Center, and National will transfer the appropriate amount to Region’s bank account
- Present a treasurer’s statement at each Region meeting
- Send Region Monthly Finance Report to the National Center
- Provide support to chapter treasurers

**Communications Officer(s)**

- Keep chapters informed of Region, National, and University news at meetings and via e-mail, bulletins and flyers
- Provide National Center with Region’s board roster and sends notification of changes during the year

**Recording Secretary(s)**

- Keep attendance records at Region meetings
- Record minutes concisely and accurately at Region meetings
- Read minutes of previous meeting and record corrections
- Keep minutes in a permanent record book
- At the close of the term of office, turn over all records to incoming recording secretary
- Send a copy of the minutes to the Region president, Region board, and the National Center, preferably by e-mail

**Corresponding Secretary(s)**

- Prepare correspondence as requested by the Region president and/or board
- Read pertinent current correspondence at Region meetings, and maintain an accurate and accessible file
- Send notices of Region meetings and special meetings, preferably by e-mail
Nominating Committee

Election Process

The number of elected officers, their terms of office, and duties are determined by each Region. Although specifics will vary from Region to Region, the following generally apply: Officers are elected annually, in person or by phone or e-mail, preferably for a two-year term. To hold office, a member should have been a chapter officer or have served on a chapter board in another capacity.

Nominating Committee and Chair

Only active members in good standing with a working knowledge of the membership of their chapter, as well as general knowledge of the Region membership, should be nominated. The incumbent Region president is not a member of this committee.

The Committee

- Is comprised of members who are representative of the Region
- Can meet by conference calls and/or e-mails
- Follows the guidelines of the National Nominating Committee

The Chair

- Orient the entire committee to its duties and responsibilities, open positions, job descriptions, and committee schedule
- Discusses job descriptions with nominees
- May be asked to conduct a workshop at a Region conference
Region Board and Committees

Inasmuch as the size and composition of each Region are different, Regions can create their own organizational structure. In addition to a Region Board, it is recommended that a Region add an Executive/Advisory Committee. A Region Board is different from an Executive/Advisory Committee. Board members can vote, whereas Executive/Advisory Committee members only make recommendations for ratification by the Board.

Region Board

The Region Board could be composed of the Region officers, former Region presidents, the chair of the Nominating Committee, presidents of each constituent chapter, those who are National Executive Committee members, former National Presidents and National Honorary Board members residing in the Region.

It is recommended that the Region Board hold at least two meetings during the year.

The Region Board shall fill vacancies in the elective positions upon nomination by the Nominating Committee.

Executive/Advisory Committee

Some Regions find it helps to also have an Executive/Advisory Committee. It might be composed of elected Region officers. Members of such a committee would not have authority to take action except in a specific situation by vote of the Region Board, or if a Region Board grants general authority in advance to cover normal daily operations of the Region.

When a meeting of this committee is called, all members of the Executive/Advisory Committee would be notified.

Region Meetings and Conferences

Meetings will vary by Region depending on the geography and distribution of chapters. If possible, the Region should meet once a year, depending on the Region’s finances. Chapter leaders are invited, and general members may also attend. Meetings can be held in person or by conference call. Each meeting should include a training component that might include workshops, seminars, speakers, and discussion periods.
Resources

This is your goldmine. The master key to all the websites, social media and connecting opportunities available to help keep current and new members connected! We encourage chapters to share this document and be in touch with the National center. All of these tools, which we provide easily for your use, powerfully highlight the Brandeis experience and ways to get involved.

The BNC Website
www.brandeis.edu/bnc

The BNC website is the heart and hub for all of the important news and materials from the Brandeis National Committee. When welcoming new members, many chapters show BNC’s Look With Pride video http://bit.ly/1d2TleY. This short clip shares the history of BNC, its founders and pride for our volunteers. The BNC website also includes Learning Opportunities, Social Justice programs, videos and information on our Sustaining the Mind campaign, http://www.brandeis.edu/bnc/philanthropy/sustaining-the-mind.html.

The BNC Member Resources Page
www.brandeis.edu/bnc/member-resources

This password-protected area on our website provides links to our handbooks, model for bylaws and guidelines, financial reports and membership goals and reports. To request the username and password, email bnc@brandeis.edu with “Request Password” in the subject field.

The BNC Facebook Page
www.facebook.com/BrandeisNationalCommittee

Like our page! BNC posts Brandeis News, your chapter events, UOW programs and much more. Our online community has close to 300 likes and we look forward to seeing you there!

BNC YouTube Channel http://www.youtube.com/user/brandeisnationalcomm

BNC on Twitter https://twitter.com/BNCheadquarters

BNC Chapter Websites by Brandeis Blogs
Be networked and branded! Request a free hosted blog with the support of the Brandeis Library Technology services. Contact Tamar, tvogel@brandeis.edu for information.

http://blogs.brandeis.edu/bncsarasotafl
http://blogs.brandeis.edu/bncbaltimore
http://blogs.brandeis.edu/bncwycliffechapter
http://blogs.brandeis.edu/bncranchobernardo
http://blogs.brandeis.edu/bncgotham
http://blogs.brandeis.edu/bncgreaterwashington
http://blogs.brandeis.edu/bncsandieguito
http://blogs.brandeis.edu/bncpalmbeacheast
http://blogs.brandeis.edu/bncphoenix
http://blogs.brandeis.edu/bncconejovallley
http://blogs.brandeis.edu/bnctrailsofdelray
**BNC Websites by Outsourced Designers**
(Domain transfers available to Brandeis Blogs…)

- www.tucsonbnc.org
- www.bncbocaraton.org
- www.bncla.org
- www.bnclv.org
- www.brandeisconejo.org
- www.brandeisphoenix.com
- www.santaclarabnc.org
- www.brandeissfv.org

*Imprint* is now part of the *Brandeis Magazine*, the publication of the Brandeis University community. Missed it in the mail or want to share with others? BNC National archives *Imprints/Brandeis Magazine* online at the link above.

**BNC Connections & News Bites**
BNC’s e-newsletters are a source for fundraising, programming, membership, leadership, marketing promotions, tips, special announcements, programs, Brandeis news and more. Join our e-mail list at [www.brandeis.edu/bnc/email-list.html](http://www.brandeis.edu/bnc/email-list.html) to receive both *Connections* and *News Bites*.

Interested in a “Member Spotlight”? We want to hear from you. Contact Tamar Vogel, BNC’s Marketing & Communications Specialist at tvogel@brandeis.edu

**Chapter and Region Bulletins/Newsletters** - available from chapters.

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**News & Updates at Brandeis University**

**The Brandeis University Website**
[www.brandeis.edu](http://www.brandeis.edu)

**BrandeisNOW**
[www.brandeis.edu/now](http://www.brandeis.edu/now)

**The Brandeis University YouTube Channel**
[www.youtube.com/BrandeisUniversity](http://www.youtube.com/BrandeisUniversity)
Rules of Association
Section 1: Mission

Brandeis National Committee is dedicated to providing philanthropic support to Brandeis University, a distinguished liberal arts and research university founded by the American Jewish community. Its membership is connected to the University through fundraising and through activities that reflect the values on which the University was founded: academic excellence, social justice, non-sectarianism and service to the community.

Section 2: Organization

The Brandeis National Committee (BNC) is the successor to the Brandeis University National Women’s Committee. As the result of a 2008 strategic planning process, the organization’s name was changed on July 01, 2008.

The BNC is a part of Brandeis University, Waltham, Massachusetts (the University) and has all the responsibilities and privileges of any division of the University. The University shares governance with the BNC, and the role of BNC’s governing body is to guide, advise, and make recommendations to the University about opportunities or challenges concerning the BNC’s mission and objectives.

The National Center of BNC is located on the Brandeis University campus, and is structurally connected to the Development Office.

Any person who supports the purpose of BNC shall be eligible for membership.

BNC may create local constituent organizations, with a minimum of seventy-five members, to be known as “chapters.” These Rules of Association and the policies and procedures of BNC and the University shall guide each chapter. Each chapter shall adopt as its name “Brandeis National Committee, (name of community) Chapter.”

BNC may establish regions composed of the chapters in given areas. Upon recommendation, the president and national officers shall decide the area to be covered and the chapters to be included.

Section 3: Governance

BNC adheres to the following model of shared governance with the University:

A. National Officers

The National Officers shall consist of the president and vice presidents. National officers shall undertake the responsibilities of their respective positions immediately upon assuming office.

B. National Executive Committee (NEC)

The National Executive Committee (NEC) is the governing body. It shall be the sole executive committee/board of the BNC. The members guide, advise, and make recommendations to the University about opportunities or challenges concerning the BNC’s mission and objectives. They serve as counselors, providing vision and feedback. They may affirm specific proposals or indicate consensus about directions and issues. NEC members bring expertise, add prestige, and help attract like-minded individuals to the organization. The NEC is not authorized to conduct operations; the University has financial, legal, and managerial responsibility for the organization.

The NEC will be composed of Brandeis National Committee (BNC) members and Brandeis University representatives. A minimum of sixteen (16) and maximum of twenty (20) BNC members, along with a minimum of five (5) and maximum of seven (7) University representatives may serve. It will comprise a
national president, 5 vice presidents, and representatives of the BNC chapters and regions (including up to 3 region presidents). The University’s members may include any combination of senior and professional staff and other representatives.

The provost of the University and the executive director shall sit on the national board *ex officio*, and the provost may appoint an additional *ex officio* University representative. Their presence, and that of other University officials whom the provost may invite to attend from time to time, are not included in the twenty-seven (27) members. The national president or her/his representative and the executive director or her/his representative will serve *ex officio* on every committee.

From time to time, the NEC may invite non-NEC members to participate in the meeting to report on, or to engage in a discussion of, a particular issue or topic.

Non-NEC members who have not been asked to participate may attend meetings as observers only. Observers will not be recognized during the proceedings, and a brief time will be set aside at the end of the meeting when observers may ask questions and/or offer comments.

The NEC reserves the right to convene in executive session, without guests, observers, or professional staff.

Volunteer members of the NEC will not be reimbursed for their travel and expenses, except that NEC members may receive reimbursement to conduct training for fundraising, financial compliance, and leadership in the chapters within the approved training budget of the National Center. The national president may receive reimbursement for her/his travels to chapters to provide training, inspiration, and connection within the approved president’s expense budget of the National Center.

**C. Nominating Committee and Nominating Process**

The BNC and the University will have equal representation on the Nominating Committee, which will be comprised of 8 members, including the National President and Executive Director. All Nominating Committee members, including the chairman, will be selected from among the members of the NEC and include at least one chapter and region representative.

The Nominating Committee will seek recommendations from the NEC and make nominations to the University for the national offices of president, vice president(s), and other representatives. The University will appoint its staff members and representatives. Chapters and regions will be encouraged to submit suggested candidates to the Nominating Committee via e-mail. In preparing its proposed slate, the Committee will seek national diversity and representation on the NEC and will include up to 3 region presidents among the nominations.

All recommendations for officers and members of the NEC will be subject to the approval of the President of the University.

The Nominating Committee will review members of the Leadership Council whose terms are expiring and make recommendations to the NEC and University President for term renewals and for new members.

**D. NEC Terms of Office and Rotation**

Members of the NEC, with the exception of University staff and student representatives, will serve a three-year term, with a mandatory two-year absence from the NEC before regaining eligibility for re-election. NEC members may serve up to two (2) three-year terms.

An NEC member may be nominated for the position of Officer (President or Vice President) without a mandatory two-year absence from the NEC. Officers serve a full three (3) year term in addition to any years just completed as an NEC member.
E. NEC Meetings
The NEC shall meet two (2) times annually. At least forty-five (45) days’ notice of NEC meetings shall be sent to each member of the NEC by mail, fax, or e-mail.

Minutes taken at meetings shall be available online.

F. Resignation from Office

Any member of the NEC may resign at any time in writing or verbally, subject to written confirmation.

NEC officers and members who miss two (2) consecutive meetings without offering a reasonable explanation shall be considered to have tendered a resignation.

G. Vacated Positions

In the event of a vacancy on the NEC, the Nominating Committee shall be convened to make a recommendation to fill it.

Section 4: Roles and Responsibilities

A. National President

As leader of the organization and its volunteers, the BNC national president will represent the BNC constituency to the University and the University to the BNC constituency; the executive director will consult with the national president on substantive matters of policy. The national president:

- Is an individual with a commitment to Brandeis, with leadership qualities, an understanding of philanthropy, expertise in fundraising, and a willingness to make a leadership donation;
- Focuses on fundraising and inspires members and connects them to the University;
- Serves as chairman of the NEC and presides at all national meetings.

B. National Vice President

- Serves as a member of the NEC;
- Performs in area of responsibility assigned by the president;
- Leads and plans with team members to achieve established goals;
- Performs other functions, as may be assigned;
- Performs duties of national president in the order designated by the president when the president is absent or unable to serve.

C. National Executive Committee Member

The primary role of the NEC is to identify and deliberate on policy issues concerning the BNC in furtherance of its mission. All members of the NEC, including the national president and vice presidents, have specific responsibilities and may function as committee chairmen. In addition, NEC members serve as liaisons to the chapters and regions, providing inspiration and enhancing the flow of effective communications.
NEC members:

- Make a minimum annual gift of $1,000 as part of their service. The gift requirement shall not apply to professional staff of the University;
- Explain to others why they support Brandeis;
- Help identify and recruit new members and major donor prospects;
- Solicit individuals on behalf of Brandeis University;
- Attend chapter and region functions as an advocate for the support of the University;
- Perform responsibilities as assigned and agreed to.

Section 5: Standing Committees

Except for the Nominating Committee, which will follow the guidelines stated above, members of standing committees will be selected by the NEC and, to provide diversity and/or particular expertise, may include individuals who are not members of the NEC, provided that every standing committee shall include at least two NEC members.

Each standing committee will consist of no fewer than six BNC and University representatives, and will meet by conference call. The president and executive director will serve ex officio on all committees.

Standing Committees:

**Fundraising Committee**

The Fundraising Committee identifies major donor prospects and collaborates with professional staff to connect them to Brandeis. They serve to open doors to donors and prospective donors for the University’s major gifts officers. Committee members act as role models for fundraising and may solicit contributions for current support and/or capital campaigns. They guide and mentor chapters in fundraising activities, programs, and events.

**Budget & Finance Committee**

The Budget & Finance Committee provides input into the priorities of the national budget in consultation with the University and in accordance with the University’s budget planning process. The Committee reviews the chapters’ bank balances, monthly financial reports, and P & L statements, and reports to the NEC 4 times a year.

**Learning Opportunities Committee**

The Learning Opportunities Committee recommends policies and standards of quality for all educational programming and serves as a sounding board to assess the curricula and the use of Brandeis materials. It reviews chapter study groups, book discussions, and other programs, and provides feedback on new university programs and offers counsel and advice. Committee members seek out, encourage, and provide information and support to study group leaders in the chapters.

**Region Presidents Committee**

The Region Presidents Committee evaluates the performance of chapters in formation, continuation, transition, and decline, and oversees adherence to national criteria for becoming and remaining an organized BNC chapter. It analyzes data from the chapters for all major components of the organization, including fundraising, membership recruitment and re-enrollment, financial compliance, and peer-led curriculum, to determine if a chapter is fulfilling the BNC’s mission, and makes recommendations to open, to close, and to merge chapters.
Membership Committee
The Membership Committee recommends policies and strategies for recruitment of new members and re-enrollment of current members.

Leadership Development Committee
The Leadership Development Committee develops ways to identify and train both current and emerging leaders to enhance their leadership skills in order to strengthen their connections to Brandeis University and the Brandeis National Committee. It conducts training workshops for regions and chapters and collaborates with the Region Presidents Committee when appropriate.

Leadership Council
The Leadership Council has two primary objectives: to cultivate new leaders and to renew and strengthen connections with existing leaders. Leadership Council members will be active BNC members and serve as roving ambassadors for the BNC and the University. Council members will identify donors, give and solicit gifts, provide noteworthy service to the organization, bring Brandeis and BNC news to the chapters, and provide inspiration to connect people to the organization.

A minimum annual gift of $500 will be required for membership on the Council. Members of the Leadership Council will serve five-year terms, renewable upon review and approval of the NEC. Chapters and regions may submit suggested candidates to the Nominating Committee via e-mail. All recommendations for members of the Leadership Council, including renewals, will be subject to the approval of the President of the University. Membership and review of term renewals will be based on active participation, years of service, and philanthropy. Recommendations for additional members of the Leadership Council will be made by the Nominating Committee of the NEC.

Section 6: National Center
The National Center is the organization’s headquarters. The National Center’s staff provides information and support to the chapters and their members.

A. Employees in the National Center
All BNC staff are employees of the University, and the University is responsible for their hiring, review, dismissal, and job descriptions.

B. BNC Executive Director
The executive director shall be selected by the University and the BNC. The executive director shall report to the University Provost’s Office and shall consult with the national president, especially on substantive matters of policy.

The Human Resources Department develops the executive director’s job description with feedback from the provost’s office and the BNC president.

The executive director develops job descriptions for her/his staff within the parameters of the University’s Human Resources Department.

Section 7: Chapters
BNC and its chapters are a part of Brandeis University and must adhere to University policies.
✓ No chapter or region is permitted to hire full-time or part-time employees or consultants of any nature or status without explicit prior written authorization of the National Center and the University. All payments of any nature to any such employees or consultants within chapters or regions must be made directly by the University.

✓ Chapters and their members may not enter into a lease agreement or contract. All legal documents requiring a signature must be forwarded to the National Center for approval.

✓ Political Endorsements
  ➢ Chapters should refrain from inviting a politician to speak during an election year.
  ➢ Members must not use the name, seal, or logos of the University in a way that implies official University endorsement of a political candidate or political position.
  ➢ Chapters may not use their own websites to post campaign literature or to endorse a political candidate.
  ➢ Chapter members may not send political messages by using either BNC or Brandeis University e-mail.

Section 8: Finances

The executive director is responsible for planning and submitting balanced budgets within the University budget cycle.

BNC’s financial data shall be included in the University’s annual audit and financial statements, and shall be prepared and reviewed to be consistent with the University’s policies and procedures and generally accepted accounting principles.

Each chapter shall follow such accounting practices and employ such forms and vouchers as BNC and the University shall specify or supply, in accordance with University financial and other policies and procedures, generally accepted accounting principles, and applicable state and federal law.

The fiscal year of BNC and its chapters shall be from July 1 to June 30 of the following year, consistent with that of the University.

Section 9: Amendments

These Rules of Association are intended to conform with all applicable state and federal law and University policy.

Amendments may be made when required by BNC and/or University policy or are advisable in view of applicable state and federal laws (“Conforming Amendments”). Conforming amendments shall be reviewed in advance by the BNC president and the executive director, and shall be implemented upon the approval of the president of the University.

A task force of BNC members, consisting of volunteer leaders and professional staff, and an appointee from the provost’s office shall review and update BNC Rules of Association and policies in accordance with University policies and procedures.

Section 10: Effective Date

These Rules of Association shall be effective as of July, 2015, and they replace, in their entirety, the Rules of Association dated July 1, 2014.