

**NORTHEAST**

**BLACK LAW STUDENTS ASSOCIATION**

**Appointed Position Application**

**Rules and Procedures**

**Deadline: April 8th, 2022**

**OVERVIEW**

Any member of a 2021-2022 active NEBLSA chapter[[1]](#footnote-1) or an individual identified as a member-at-large[[2]](#footnote-2) may run for office. All positions begin on April 1st, 2022 and end March 31st, 2023.

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| --- | --- |
| **Regional Elected Positions** | **Regional Appointed Positions** |
| Chair | Director of Corporate Engagement |
| Vice Chair | Director of Membership Operations |
| Treasurer | Director of Alumni Relations |
| Attorney General | Assistant Director of Corporate Engagement |
| Secretary | Director of Pre-Law Affairs |
| Director of Moot Court Competitions | Director of Career and Professional Development |
| Director of Mock Trial Competitions | Chief of Staff |
| Director of Community Outreach | Parliamentarian |
| Director of Programming | Director of Communications |
| Upstate NY Sub-Regional Director | Director of Social Action |
| NY Metro Sub-Regional Director | Historian |
| Connecticut Sub-Regional Director | Convention Coordinator |
| Combined Northern New England Sub-Regional Director |  |
| NJ Sub-Regional Director | V |

Please note that there are two ways to be selected for the 2022-2023 NEBLSA Regional Board.

1. Elected Board Positions:
	1. If a member is interested in an elected board position, they will need to have this application completed with all relevant materials by **Monday, February 21st, 2022.**
	2. Once the application is received and the NEBLSA Parliamentarian confirms receipt of the completed application, the member will become a “pre-certified” candidate for the elected board position.
	3. The member will then need to be present during the plenary session on Friday, February 25th to accept their nomination.
	4. All members running for an elected position will then provide a speech and stand for questioning at the last plenary session on Saturday, February 26th from 9:00am-12:00pm.
	5. The NEBLSA Parliamentarian will then count the delegate votes and announce the winners during the Awards Gala that same evening.
2. Appointed Board Positions:
	1. The newly elected NEBLSA Regional Chair will send a call for applications for the remaining appointed board positions. Please note that elected board positions that are vacant following the regional convention will automatically become appointed board positions.
	2. A member who is interested in an appointed board position will need to submit a completed application along with the relevant materials by the deadline designated by the newly elected Regional Chair. However, please feel free to submit an application PRIOR to the convention and NEBLSA will keep it on file for the next Regional Chair to review.
	3. The newly elected Regional Chair will then conduct an interview and forward a nomination to the newly elected 2022-2023 NEBLSA Regional Board for confirmation.
	4. Please submit all applications to the Chair, northeast@nbls.org

To learn more about the duties of each elected position, please refer to the NEBLSA Constitution and Bylaws located at [www.neblsa.com](http://www.neblsa.com). You may also reach out to the current board member occupying the position you are interested in. Please see below for their contact information:

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Email** |
| **CURRENT ELECTED POSITIONS** |
| Chair | Leslie Veloz  | northeast@nblsa.org |
| Vice Chair | Sabrina Smith  | neblsa.vicechair@nblsa.org  |
| Treasurer | Alesha Brereton  | neblsa.treasurer@nblsa.org  |
| Attorney General | Onid Larosiliere  | neblsa.ag@nblsa.org  |
| Secretary | Victoria Lowe  | neblsa.secretary@nblsa.org  |
| Director of Moot Court Competitions | Angia Morris  | neblsa.mootcourt@nblsa.org  |
| Director of Mock Trial Competitions | Mumina Egal | neblsa.mocktrial@nblsa.org  |
| Director of Community Service | Faatimah Jafiq  | neblsa.service@nblsa.org  |
| Director of Programming and Events (Convention Coordinator) | Shannon Cohall | neblsa.programming@nblsa.org neblsa.convention@nblsa.org  |
| Upstate NY Sub-Regional Director | Shelbi Molin  | neblsa.upstateny@nblsa.org  |
| NY Metro Sub-Regional Director | Patrice Oseni  | neblsa.nymetro@nblsa.org  |
| Connecticut Sub-Regional Director | Fontaine Chambers  | neblsa.ct@nblsa.org  |
| Combined Northern New England Sub-Regional Director | Thomiah Dudley  | neblsa.cnne@nblsa.org  |
| **CURRENT APPOINTED POSIITONS** |
| Director of Corporate Relations | Jahi Liburd  | neblsa.corporate@nblsa.org  |
| Director of Membership | Kiefer Campbell  | neblsa.membership@nblsa.org  |
| Director of Alumni Relations | Cory Provost  | neblsa.alumni@nblsa.org  |
| Assistant Director of Alumni Relations | Delali Madison |
| Director of Pre-Law Affairs | Gabrielle Petrie  | neblsa.prelaw@nblsa.org  |
| Director of Career and Professional Development | Stephanie Sabino  | neblsa.jobfair@nblsa.org  |
| Chief of Staff | Norma Hamilton  | neblsa.chiefofstaff@nblsa.org  |
| Parliamentarian | Nataly Brown  | neblsa.parliamentarian@nblsa.org  |
| Director of Communications | Shelby Mitchell  | neblsa.communication@nblsa.org |
| Director of Advocacy and External Initiatives | Brian Sarfo  | neblsa.socialaction@nblsa.org  |
| Historian | Aasiyah Ali  | neblsa.historian@nblsa.org |

**DESCRIPTION OF REGIONAL POSITIONS**

**Chair**

* Exercise general executive authority over the business and activities of his/her respective Region with the appropriate deference to the National Executive Board and the National Chair;
* Disseminate National and Regional information throughout his/her Region;
* Ensure the implementation of nationally mandated projects, in accordance with Article XIV of the Constitution, on a Regional level, including conducting a community service project at their respective Regional Conventions;
* Ensure the receipt of funds from the National Executive Board and/or other sources in order to finance Regional programs and operations;
* Organize Regional Conventions pursuant to Article III, Section III of these Bylaws;
* Perform such other functions and exercise such further duties as the National Chair, the National Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NBLSA National Annual Report; and Produce an official transition report at the close of the term of office.

**Vice Chair**

* Exercise general executive authority over the business and activities of NEBLSA, and chair all functions in the event of the incapacity or absence of the National Chair;
* Evaluate Regional projects, programs, and initiatives proposed by National Executive Board members;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and Produce an official transition report at the close of the term of office.

**Treasurer**

* Handle all funds and securities of NEBLSA and ensure that they are deposited in such facility, and in such a manner, as the National Executive Board may designate;
* Assure that entries are regularly made in the financial records, accounting for all funds received and disbursed by NEBLSA;
* Submit the financial records of NEBLSA to a Certified Public Accountant;
* Determine, together with the other Regional officers, the allocation of the NEBLSA financial resources to allow for a steady cash flow;
* Provide financial reports at each Regional Executive Board meeting including all expenses and deposits into the Regional Account;
* Design, implement, and monitor a financial policy related to expenditures and cash flow for the Association with the approval of the Regional Executive Board;
* Develop an annual Regional Budget and submit it to the Regional Executive Board for approval at the first regularly scheduled Board meeting. This Regional Budget must include:
	+ Statement of accounts;
	+ Statement of unpaid bills with explanation;
	+ Statement of transfers between accounts;
	+ Statement of income;
	+ Detailed account of how all funds were used;
	+ Detailed account of all anticipated expenses based on future program needs, history, and accounting for emergencies; and
	+ All other items the National Treasurer deems necessary
* Present a Regional Financial Report at the final meeting of the General Assembly at the Regional Convention;
* Co-sign, with the Regional Chair and/or provide the Regional Chair with appropriate access and reports to review all checks issued by NEBLSA and all NEBLSA bank account activity on a bi-monthly basis;
* Evaluate alternative dues petitions pursuant to Article VIII, Section 2 of the Constitution;
* File annual corporate reports on behalf of NEBLSA;
* File annual IRS tax-exempt organization forms;
* Serve as the Chair of the Finance Committee and present periodic reports to the National Chair;
* Perform such other functions and exercise such further duties as the Regional Chair, the

Regional Executive Board, or the General Assembly may assign;

* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Secretary**

* Maintain and distribute the minutes and agenda for all meetings of the Regional Executive Board and the General Assembly;
* Develop an operational calendar of Regional events;
* Disseminate a copy of the Regional calendar to the Regional Chapters;
* Maintain adequate distribution of the official NEBLSA stationary to all Regional

Executive Board members;

* Coordinate the Regional Executive Board meetings, including the meeting sites;
* Collect and maintain the officers’ reports for the Regional Executive Board meetings;
* Utilize audio and/or video technology to record Plenary sessions at the Regional
* Convention;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Director of Communications**

* Coordinate internal and external communication of information;
* Publish and circulate a Regional newsletter
	+ The Regional Director of Communications must solicit the commitment of one chapter to produce and circulate the newsletter to all chapters. That chapter will be known as the Regional Newsletter Chapter;
* Evaluate, approve, and finalize the general conduct of the newsletter
* Maintain communication with Chapter liaisons;
* Maintain and disseminate information on the NEBLSA listserv;
* Maintain and facilitate postings on the NEBLSA Blog
* Prepare and review material for the official NEBLSA website as needed;
* Develop communication policies and procedures;
* Prepare and submit articles affecting the public image of NEBLSA to other publications, subject to approval by the National Executive Board;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Director of Corporate Engagement**

* Solicit funding from corporate and secondary sources in the form of sponsorships and tax deductible gifts to NEBLSA;
* Prepare and finalize the solicitation packets that will be distributed to potential sponsors;
* Design, implement, and monitor a corporate relations policy related to solicitation of sponsorship and tax deductible gifts for NEBLSA and its chapters;
* Assist chapters in developing Regional solicitation strategies;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Attorney General**

* Research current legal issues facing the African-American Community;
* Prepare memoranda to increase NEBLSA awareness of legal issues;
* Prepare Amicus Curiae briefs to support cases affecting the African-American community;
* Coordinate with members of Congress to define issues affecting the African American community;
* Prepare memoranda to be distributed regionally regarding Congressional issues that affect the African American community;
* Coordinate NEBLSA participation regarding such issues;
* Plan NEBLSA participation in the Congressional Black Caucus Annual Conference;
* Make official statements on behalf of NEBLSA with the approval of the Regional Chair;
* Maintain frequent communication with liaisons from each chapter;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Director of Membership Operations**

* Distribute information regarding the membership process to all chapters of NEBLSA;
* Compile membership statistics and make them available to the Regional Executive Board;
* Maintain updated data regarding membership;
* Work, through chapter liaisons, to reactivate inactive chapters and establish
* contact at law schools that do not have NEBLSA chapters;
* Maintain frequent communication with the chapter liaisons;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and,
* Produce an official transition report at the close of the term of office.

**Sub-Regional Director(s)**: Connecticut, Combined Northern New England, New York Metro, Upstate New York

* Serve as a point of contact for their respective sub-region;
* Maintain communications with the affiliated local Chapters and members within their respective sub-region;
* Ensure the implementation of Regional and National initiatives on the local level; Bring issues of local concern to NEBLSA for resolution;
* Host at least one meeting with the Conclave of their respective Sub-Region, per academic semester;
* Plan an Academic Retreat during the fall semester for their respective Sub-Region;
* The Academic Retreat usually takes place in September or October and consists of workshops, panel discussions, guest speakers, and a Q&A session for BLSA students;
* Typically, the Academic Retreat is geared towards current 1L students, but the Sub-Regional Director may incorporate activities that are inclusive of all students.

**Convention Coordinator**

* Confirm a Host Chapter for the Regional Convention, subject to the approval of the Regional Executive Board;
* Be responsible for all facets of the Regional Convention, subject to the approval of the Regional Executive Board, including, but not limited to:
	+ Convention Site Selection
	+ Convention Theme
	+ Develop a Convention agenda
	+ Event Scheduling
	+ Marketing
	+ Registration Activities
	+ All other duties necessary to execute the Regional Convention
* Serve as Chair of the Regional Convention Committee;
* Perform such other functions and exercise such further duties as the Regional Chair, the
Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Parliamentarian**

* Serve as an advisor and counsel the Regional Chair and NEBLSA on the Parliamentary Procedure;
* Serve as the advisor to the Regional Executive Board on the NBLSA Constitution and Bylaws, and, in accordance with Article XIII, decide all questions of interpretation and construction of the parliamentary authority and procedural rules of NEBLSA;
* Be responsible for providing all delegates with the current procedural rules;
* Serve as an ex-officio member of all Regional Association committees;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of yearly activities for the NEBLSA National Annual Report; and
* Produce an official transition report at the close of the term of office.

**Thurgood Marshall Moot Court Competition Director**

* Work with the National Frederick Douglass Moot Court Competition Director;
* Administer the competition at the Regional level;
* Revise the rules and procedures of communications, competitions, eligibility, and the like;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of yearly activities for the NBLSA National Annual Report; and
* Produce an official transition report at the close of the term of office;

**Constance Baker Motley Mock Trial Director**

* Work with the National Thurgood Marshall Mock Trial Competition Director;
* Administer the competition at the Regional level;
* Revise the rules and procedures of communications, competitions, eligibility, and the like;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief report of yearly activities for the NBLSA National Annual Report; and
* Produce an official transition report at the close of the term of office;

**Director of Pre-Law Affairs**

* Create pre-law collegiate chapters of NEBLSA;
* Keep pre-law student and law student members, as well as the Regional Executive Board, informed of the status of the collegiate chapters and general membership;
* Create and implement programming for the development and benefits of Pre-Law Division;
* Disseminate NEBLSA information to Pre-Law members;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board and the General Assembly may assign;
* Administer the Nelson Mandela Scholarship for pre-law students of African descent based on the criteria, subject to the approval of the Regional Executive Board;
* Compile a synopsis of his/her yearly activities for the BLSA Regional Annual Report; and
* Produce an official transition report at the close of the term of office

**Director of Community Outreach**

* Coordinate and execute all community affairs project undertaken on a Regional level;
* Provide for the recognition of a small, medium, and large chapter, from the Region, who have developed model community service programs;
* Publicize the Annual Community Service Handbook or supplement to be distributed to all chapters upon receipt of Regional membership dues,
	+ An outline of the model programs recognized during the Regional Convention.
* Organize the Community Service project to be conducted during the Regional Convention;
* Maintain frequent communication with Regional Directors of Community Service;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Director of Alumni Relations**

* Implement programs to foster relationships between NEBLSA alumni and current NEBLSA members;
* Serve as the liaison to all external organizations partnering with NEBLSA;
* Coordinate alumni receptions for Regional events;
* Assist with the coordination of Chapter alumni receptions as necessary;
* Solicit and present nominees for the Alumni Spotlight and Hall Of Fame Induction for approval to the Regional Executive Board;
* Develop and maintain a Regional alumni database;
* Share the updated Regional alumni database with chapters on a monthly basis;
* Oversee publication of The Alumni Spotlight; and
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign.

**Director of Programming and Events**

* Develop and evaluate Regional programs that keep with the goals of NEBLSA;
* Work with chapters to develop and coordinate uniform programs to
* Maintain the goals of NEBLSA;
* Serve on the Regional Convention Committee and work with the Regional Convention Coordinator to coordinate Regional program activities for the Regional Convention;
* Ensure that the annual Regional Conventions reflect the National ideas and focus;
* Oversee any chapter programs funded as Regional projects
* Develop methods to facilitate the implementation of Regional programs at the local level;
* Maintain frequent communication with local chapters;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Director of Advocacy & External Relations (Social Actions)**

* Execute grassroots initiatives that support the Attorney General’s legislative and litigation- based advocacy;
* Coordinate with other Regional officers and chapter liaisons to carry out NEBLSA’s social justice initiatives;
* Provide for the recognition individuals and chapters, who are active in their community advocating for NEBLSA’s social justice initiatives;
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board and the General Assembly may assign;
* Compile a brief synopsis of his/her yearly activities for the NEBLSA Annual Report; and
* Produce an official transition report at the close of the term of office.

**Director of Career and Professional Development (Job Fair Coordinator)**

* Plan an annual Job Fair in late July/early August, which consists of:
	+ Solicit participating employers and sponsors
	+ Secure a host school
	+ Compile student applications
* Coordinate a Job Fair at Regional Convention
* Perform such other functions and exercise such further duties as the Regional Chair, the Regional Executive Board, or the General Assembly may assign; and
* Produce an official transition report at the close of the term of office.

**Historian**

* Tells the story of the board in the current term by:
	+ Compiling the visual history of NEBLSA
	+ The narrative history of NEBLSA
* Keeps a record of the accomplishments and activities for the year
* Maintain the records and documents of events and initiatives

**CANDIDATE QUALIFICATIONS**

1. **APPLICATION SUBMISSIONS**

Candidates will be required to submit the following materials to be considered for an elected or appointed position:

1. **Candidate Statement.**

A one-page Statement of Intent with photograph in top left corner. This Statement of Intent must discuss why you are qualified for the position and what previous or current experience you have prepared you for the position you are applying for;

1. **Résumé**.

One-page résumé, including BLSA positions held at the local, regional, or national level;

1. **Completed Application.**

 Application found at the end of this packet; and

1. **Letter of Good Standing.**

Letter from your law school registrar or Dean certifying your enrollment and good academic standing;

Candidates for elected positions will be asked to accept their nomination during the 3rd plenary session which will take place on Friday, February 25th. Moreover, candidates for elected positions will be asked to provide a short speech and stand for questioning during the 4th plenary session which will take place on Saturday, February 26th from 9:00am-12:00pm. In addition, candidates for Regional Chair must participate in at least one debate. Lastly, candidates for appointed positions will be informed if they have been appointed by the newly elected 2022-2023 Regional Chair after the 54th Regional Convention.

Application materials must be emailed to northeast@nblsa.org on or before Monday, February 21, 2022 at 11:59pm.

For **appointed positions**, all applications should be email to northeast@nblsa.org on or before **Friday, April 8th, 2022** at 11:50pm. After which, positions will be filled on a rolling basis. The letter of Goof Standing must be submitted before your first day of office.

**2022-2023 NEBLSA APPOINTED POSITION APPLICATION**

Please email this application, a resume, letter of intent, and letter of good standing to northeast@nblsa.org.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Positions applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What other positions will you hold, apply, or run for election in any organization for 2022-2023?

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Have you ever run for or held an office on the local, regional, or national level? If so, which position(s)?

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What are your plans for the summer of 2022? Where will you be located?

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When is your anticipated graduation date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. An active chapter is a chapter who has paid membership dues and uploaded a membership roster to the NBLSA Membership database. In order to be considered a member of a chapter, your name must be included in the chapter’s membership roster. [↑](#footnote-ref-1)
2. A member-at-large is an individual who has no chapter affiliation but is still currently a dues paying member within the NBLSA membership database. [↑](#footnote-ref-2)