



# Constitution of the Art Conservation Club

## **Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Art Conservation Club for the purpose of furthering the cultural experience and education of students and the community, supplying information about conservation jobs and internships, and fundraising to benefit conservation interns and issues.

## **Article I**

The organization shall be known as the Art Conservation Club.

## **Article II**

The Art Conservation Club will fulfill its stated purpose through trips to museums, historical sites, and cultural events, fundraising activities, and open discussion between members.

## **Article III**

Any full time matriculated undergraduate student at the University of Delaware who is interested in conservation and other art-related issues, and who participates in a minimum of one club sponsored activity is eligible for membership.

## **Article IV**

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least 6 full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

## **Article V**

Members are able to participate in any events or trips planned by the club, as well as access to career-related information. It is the duty of each member to participate in at least one meeting or activity per semester.

## **Article VI**

Any conservation graduate student or alumni is eligible to become a non-voting members.

## **Article VII**

Members must attend at least one meeting, or club activity per semester.

## **Article VIII**

Action to remove a member will only occur in extreme cases.

## **Article IX**

### **Section 1:**

#### President

The duties of the president are to call and run meetings and handle other day-to-day matters, including all paperwork from RSO, disseminate information concerning conservation internships, and will help appoint committees.

### **Section 2:**

#### Vice President

The vice president will take over in the circumstance of the absence of any of the other officers and fulfill the duties of that officer. The vice president will also aid the president with matters of paperwork, and dissemination of information.

### **Section 3:**

#### Treasurer

The treasurer is responsible for all group expenditures and income. He/she will sign the checks for the organization's transactions and will maintain the balances of the group's account. The treasurer will also be responsible for requesting additional allocations for the group, with the input of the other officers.

### **Section 4:**

#### Secretary

The secretary will record the events of all meetings including maintaining minutes and attendance. He/she will also maintain the membership list and email database, and will be responsible for filing any written material accumulated by the group, i.e. phone numbers, handouts, etc.

### **Section 5:**

#### Public Relations Chair/Webmaster

The PR chair will be responsible for promoting group events by distribution of flyers or posters, handling press releases as necessary, and updating the group web page. However, the webmaster designation may be assigned to any volunteer member, determined by computer proficiency, with the PR chair acting as a supervisor in such a case.

### **Section 6**

#### Qualification of Officers

All officers must be full time undergraduate students at the University of Delaware with a major in Art Conservation. Any potential officer must be able to serve his/her full term, unless prevented by illness, etc.

**Section 7:**

**Election of officers**

Elections will be held at the start of the spring semester via ballot. Officer prospects may nominate themselves vocally at the nomination meeting. Any member can vote who has attended at least one regular meeting the previous semester.

**Section 8:**

**Procedure for disciplining/removing officers**

Grounds for removal are gross negligence of abuse of the officer position. Notice shall be given to the member that they have the right either to resign or to proceed to a hearing. At the hearing the grievance will be read by the person who filed the complaint. There will be a vote by secret ballot. The officer may be voted out of office by a two-thirds vote of gathered members once a quorum has been reached.

**Section 9:**

**Resignations**

Officers shall produce notice of their resignation with at least one meeting between the tendering of their resignation and the time at which it shall take effect. This will allow the position opening to be announced to the membership. Exceptions will be made in case of emergency. If a replacement cannot be found immediately, the vice president will assume the duties of the officer in the interim.

**Section 10:**

**Transitions**

Elections will be held in the spring of the year for the fall of the following year. This will allow ample time for the future officers to learn and prepare for their duties. In the case of a winter graduate, an acting officer will be appointed by the executive board to fill the position in the interim.

**Article X**

General meetings will be held at least twice a month, with an executive board meeting before or after one of the general meetings. The president will call meetings and notification will be presented over email as to the time and place. The board will attempt to provide notice for any changes in time or place at least 2 days in advance.

**Article XI**

Any by-laws established by this organization must be voted in by a two-thirds majority.

**Article XII**

Any conflicts with decision making will be referred to the Roberts Rules of Order.

**Article XIII**

Committees will be established by the executive board as they are deemed necessary.

**Article XIV**

Advisors will be chosen from among the Art Conservation Department faculty based on availability and interest.

**Article XV**

Should the group become defunct, the University of Delaware shall inherit the assets of the group.

**Article XVI**

A quorum of the membership is defined as 50% less than the total active membership of the club.

**Article XVII**

The Constitution will be ratified by a two-thirds majority of the organization and approved by the Activities and Programs office.

**Article XVIII**

The Constitution will be amended by a two-thirds majority of the organization after advance notice to the organization of the proposal for change.

**Article XIX**

The undersigned have read and approved this document.

Laura Bull

10/4/00

Signature  
Organizational President

Date

[Signature]

October 2/00

Signature  
Advisor of the Art Conservation Club

Date

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Signature  
Program Coordinator for Leadership Development

Date