

## STUDENT CENTERS ACTIVITIES & PROGRAMS REGISTERED STUDENT ORGANIZATIONS

### Constitution Guidelines

#### **Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Association of Pre-Professional Leaders in Education (APPLE) for the purpose of building a community of learners within the Elementary Teacher Education (ETE) program.

#### **Articles**

I. **Name of the group** - Association of Pre-Professional Leaders in Education (APPLE)

II. **Object of the organization** - The object of this organization is to promote professional development, outreach, and social networking among pre-service elementary educators. Our goal is to build a tighter community of ETE majors in order to provide additional support and guidance for them. This tighter community will thereby establish a network extending beyond the current students to include recent graduates of the program and local professionals and educators in the field.

III. **Qualification/Criteria for selecting membership** - In order to be a member of this group, students must be full-time or part-time, matriculated undergraduate students at the University of Delaware who are either current ETE majors or plan to transfer internally to the major. Additional students who also agree with the purpose and object of this group may be considered for membership. There are no restrictions for joining this group. There are no eligibility requirements other than those previously stated. We will not set a cap on the number of group members, though certain events may be restricted in size.

IV. **Non-Discrimination Clause** - 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 six full time undergraduate students and will not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

V. **Duties and privileges of membership** - There are no dues, no requirements for volunteer hours, and no requirements for event or meeting attendance for members who are not participating in leadership positions. Members on the executive board will have bimonthly meetings for the organization, and the subcommittees will have mandatory meetings prior to events run by the group.

VI. **List other types of non-voting or representing membership** - Graduate students, alumni, and members of the community who are associated with the teaching profession may be members of the group, but are **NOT** allowed to vote, hold office, count towards the group's membership, nor have any influence upon decision making of the organization.

VII. **Absence Policies** - Members who do not hold executive positions will not be penalized for absences from group meetings. Members who are on the executive board are required to attend bimonthly meetings. However, these members may be excused for up to two meetings a semester with valid reasons. More than two absences will result in conference between the executive board including the absentee member and the group advisor to clarify attendance expectations. When the group holds events that require members to sign-up and pay a fee, members are expected to attend the event. If members choose not to attend after signing up and paying the fee, they will not be reimbursed. If executive board members do not participate in events which they have coordinated, then they will be asked to meet with the executive board and the advisor to clarify participation expectations. In the case that an executive board member cannot participate in an event due to an emergency, the executive board member is expected to contact other members who are in charge of the event.

VIII. **Policies and Procedures for Disciplining/Removing member** - Group members are expected to comport themselves as befitting teacher candidates in a respectful, mature manner. If members fail to comply with these expectations, they may be asked to leave the group based on the decision of the executive board. If an executive board member fails to comply with the previously stated expectations, the executive board and the advisor will meet to vote on the consequence of their actions.

IX. **Qualifications for Officers** - All Officers (or Executive Board Members) **MUST** be full time matriculated undergraduate elementary education students at the University of Delaware with a **minimum** GPA of 2.6. Any potential officer must be able to complete a full academic calendar year (e.g., no second semester seniors, semester abroad students).

X. **Officers** -

**Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The President will oversee the nomination and voting of all committee chairs. In addition to these duties, the President is also responsible for communicating with the advisor.

**Section 2: Vice-President** - The Vice-President shall work closely with the President to fulfill the duties as described above. He or she will serve as a liaison between the committees. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or chooses to resign. The Vice President should also be responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

**Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take

attendance of those present at group meetings as necessary. The Secretary will serve as the organization's historian by writing and maintaining accurate records concerning group members and activities. The Secretary should also maintain the membership list and email database.

**Section 5: Public Relations Chair** - The Public Relations Chair shall be responsible for promotion of the group and its events. This would include making posters, flyers, and brochures, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

**Section 6: Webmaster** - The Webmaster shall be responsible for the monthly upkeep of the Registered Student Organization web site and its approval by the executive board. In addition to these duties, the Webmaster will enter information on to the University Events web page and communicate these updates with the School of Education Webmaster.

XII. **Election of Officers** – Members of the executive board will be nominated by other group members or themselves if seconded by another member of the group. Nominations will be made at a designated meeting. In order to be nominated for the executive board, members must be active with the group for two semesters. They must be a rising junior or senior (not by credit), though in the case where active juniors or seniors have not been nominated, other active members may be given the chance to run. In order to be nominated for a committee chair, members must be active in the group for one semester. All group members are eligible to vote. Voting will take place at the meeting following the meeting in which candidates are nominated. Voting may be submitted online to the Secretary as an absentee ballot. Members who are able to attend the voting meeting will fill out a paper ballot. In the event of a tie, the existing executive board will vote to determine the new board member. Officers will assume the new role at the end of the spring semester. New executive board members will act as "Officers in Training" until the end of the semester as marked by graduation. If a board member resigns, elections will be held as needed in order to fill the position. The newly- elected officer will hold the position until the next scheduled election.

### **Section 1: Procedure for Disciplining/Removal of Officers**

Members of the executive board will be removed from office if:

- Expectations are not met for their described position
- Any other issue arises that merits dismissal

Before an executive officer is removed from their position, a notice of charges will be given. Also, the member will be given the right to a fair hearing and the right to appeal. The remaining members of the executive board and the advisor will vote on such matters. A special election will be held in order to fill the vacant position.

### **Section 2: Resignations**

In the event of an officer resignation, a formal letter of resignation must be submitted to the group advisor. The officer will remain on the executive board for two final weeks. During these two weeks, a special election will take place to nominate and elect a replacement for the position.

### Section 3: Officer Transition

Officer positions will be held for one school year. When electing new officers, elections should be held at least 6 weeks prior to the last day of classes in order to allow time for training of the new officers. The new officers will be "Officers in Training" for the remaining weeks of the semester. They will help hold meetings, run social events, etc.

XIII. **Meetings** - The meetings for the executive board will be held bimonthly. The advisor will be in attendance at least once a month. Members will be notified of meetings via email. An interest meeting will be held at the beginning of each semester. In addition, general meetings will be held for group members on a monthly basis.

XIV. **Dues (if applicable)** - There are no dues.

XV. **By-Laws** - A simple majority of the members present at the meeting is required to approve by-laws or changes in existing by-laws.

XVI. **Procedures for decision-making** - Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

#### XVII. Establishment of Committees

1. Outreach- This committee is in charge of reaching out to: ETE students at the University of Delaware, community members, and also potential internal transfer students who are interested in joining ETE community.
2. Social Events- This committee is in charge of coordinating social events that bring together the ETE community both on and off-campus. Some social events include the Freshmen/ Transfer Welcome and the Senior Send-off.
3. Professional Development- This committee is in charge of working together with current students, recent graduates of the program, faculty, and local professionals and educators in the field in order to run events that promote the professional development of per-service teachers.

Though there is no designated Fundraising Committee, it is likely that each committee will have a sub-committee dedicated to fundraising. If new committees must be established, the matter will be discussed and voted upon within the executive board. A simple majority will determine the establishment of the new committee.

XVIII. **Selection of an Advisor** - The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. The advisor will be nominated and selected by members of the executive board. The advisor will attend monthly meetings and will also be expected to attend social events and give advice as needed by the group. The purpose of the advisor is to have another professional assist with and guide in the organization and development of leadership skills. Ideally the advisor should be familiar and agree with the objectives of your organization.

XIX. **Disbursal of organizational assets should the group become defunct** - The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. **Define a quorum** - At least 30% of group members must be present at a meeting in order for business to be conducted and decisions to be made.

XXI. **Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a simple majority vote of the entire organization present at the meeting. There must also be approval by the Activities and Programs Office. In the case of a tie, the executive board will vote to determine the decision.

XXII. **Rules for amending the Constitution** - Adding articles or sections to the constitution requires a 2/3 vote of either the executive board and advance notice to all members of the proposed change.

**Signatures:**

**President:** Brigid K. Donlevy

**Vice President:** Kara J. Dugler

**Activities & Programs Staff:** [Signature]

**Date:** April 22, 2010



Treasurer: Alyssa Weiskopf  
Secretary: Kathryn O'Neill  
Webmaster: Katelyn DeJulio  
Public Relations: Jenna DeLeone