

We, the students of The University of Delaware do hereby establish the organization known as "The Blue Pen Society " for the purpose of fostering appreciation for and skill in creative writing.

Articles

- I. Name of the Group:** The organization shall be known as "The Blue Pen Society "
- II. Objective of the Organization:** The organization shall foster appreciation for and skill in creative writing by creating a space in which students may come to share their works and gain insight into how to improve said works through peer review and revision. Furthermore, the organization will foster appreciation for creative writing by providing examples of professional creative works that may inspire and entertain members of this organization.
- III. Qualification/Criteria for Selecting Membership:** Full-time matriculated undergraduate student at the University of Delaware who agree with the purpose and object of this group may become a member.
- IV. Non-Discrimination Clause:** The organization agrees to adhere to all policies and procedure 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 matriculated 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.
- V. Duties and Privileges of Membership:** Members who wish to participate in election of officers must attend the meeting during which the election is held.
- VI. Policies/Procedures for Disciplining/Removing Members:** Any member who consistently contributes malicious criticism, demeans another member or their work, or is discriminatory in any way towards other members will be asked to leave the organization.
- VII. Qualifications for Officers:** Any member wishing to run for office must be a full-time matriculated undergraduate student, must have a GPA of at least 2.25, and must attend a minimum of ten (10) meetings throughout the academic year
- VIII. Officers**

- a. **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. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The President will help to appoint all standing and special committees. It is recommended that the President be selected from the current Executive Board Members, but if no Executive Board Member wishes to run for the office any member of the organization may vie for the position through election by the organization members.
- b. **Section 2: 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 Programs staff for the purpose of the organization. The Treasurer will also maintain all group ledgers. The Treasurer will be responsible for requesting funds from the allocation board.
- c. **Section 3: Vice President-** The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice-President is responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations.
- d. **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 shall act as the organization's historian, maintaining accurate records to be passed on to future executive boards. The Secretary shall also maintain the organization's membership list and email database.
- e. **Section 5: Public Relations Chair-** The Public Relations chair shall be responsible for promotion of the group and their events, including making posters, flyers, and brochures, updating the web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.
- f. **Section 6: The Web Master-** The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

- g. **Section 7: Assistant Secretary** - The Assistant Secretary shall provide support to the Secretary in performing their aforementioned duties.
- h. **Section 8: Assistant Public Relations Chairs** – The Assistant Public Relations Chair shall provide support to the Public Relations Chair in performing their aforementioned duties.

- IX. Election of Officers:** Any member who has attended a minimum of ten (10) meetings throughout the academic year may run for an officer position when the position is vacant. Officers may run for different officer positions when the position is vacant. Candidates must be nominated and two individuals with the most nominations will enter into a formal election conducted by secret ballot. Elections shall be held at the end of each Spring Semester unless an officer position must be filled at the end of the Fall Semester. If this occurs candidates must only have attended five (5) meetings to be eligible. Any member who has attended one (1) meeting in addition to the meeting where voting takes place is eligible to vote. If a tie occurs the executive board will vote on the two candidates.
- a. **Procedure for Disciplining/Removal of Officers:** Officers will be removed if they violate the terms of conduct applying to all members, as outlined in Section VI. Furthermore, any misconduct or failure in their position that significantly damages the organization shall be grounds for discipline and/or removal at the discretion of the executive board. If an officer is removed another officer will assume their responsibilities, if possible, and an election will be held at the end of the semester to replace the officer.
 - b. **Resignations:** Officers may resign at the end of the Fall or Spring Semester, unless extenuating circumstances exist, and enough notice must be given to hold an election to fill the vacant position. If extenuating circumstances exist final decisions on resignation will be made by the executive board.
 - c. **Officer Transitions:** Elections shall be held approximately 4 weeks prior to the end of the semester, if an election is necessary. Officers leaving their position, unless being removed, will be responsible for training their replacements as well as providing them with all relevant documents necessary to perform their job. An executive board meeting will be held at the end of each semester, with new members (if any) to review policies and procedures.
- X. Meetings:** Meetings shall be held on a weekly basis during a normal academic schedule. Advisors will either attend meetings once a month or the executive board will meet with the advisor at their leisure.
- XI. By-laws:** Approval of by-laws and changes in said by-laws will require a majority vote by the general membership.
- XII. Procedure for Decision Making:** Decisions will be made by the President and ratified by the general membership by a majority vote.

- XIII. Establishing Committees:** If a need for a special committee arises the executive board will vote on the establishment of such a committee then members will be asked to volunteer for positions on said committee. Final appointments to a special committee will be at the discretion of the executive board.
- XIV. Selection of an Advisor:** An advisor must be a full time faculty or staff member. Ideally the advisor will have some background in some form of creative writing, but any individual that meets the minimum requirements stated above who also possesses some experience with writing or English will suffice. The advisor will attend (1) meeting a month or schedule a separate time when they may meet with the executive board to discuss the organization. The organization may change it's advisor at any time
- XV. Dispersal of Organizational Assets, should the group become defunct:** The University of Delaware shall inherit the assets of The Blue Pen Society should the group become defunct.
- XVI. Definition of a Quorum:** A quorum shall be defined as at least 30% of the membership of the organization in general voting and 50% in executive board voting.
- XVII. Ratification of the Constitution:** The Constitution shall be ratified only by a majority vote of the general membership.
- XVIII. Rules for Amending the Constitution:** The Constitution may only be amended by a 2/3 vote of the general membership and with the express notice of any amendments to all members of the organization.

Signatures:

President: *Aam Almirani*

Vice President: *D Valladares*

Activities and Programs Staff: _____

Date: 10/18/11

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RECEIVED

OCT 19 2011

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ACTIVITIES & PROGRAMS