

CEO Constitution

Preamble

In response to the career needs of University of Delaware students and alumni, the purpose of Career Entrepreneurs Organization (CEO) is to promote professional development and to encourage student-employer networking. Our mission is also to educate the student body on graduate school, internship and volunteer opportunities. Members of CEO will present workshops, and help create/ market various job-CEO's fairs and career conferences. Efforts of CEO will be guided by various career counseling professionals.

CEO also provides students with opportunities to participate in the planning and execution of various career-oriented programs and events. Career-minded members are assigned mentors who have similar backgrounds and/ or interests, and engage in positive interaction with these professionals by means of various meetings and trips to their places of business. Along with this experience, members will attend development conferences, workshops and seminars. CEO will also serves as a premier programming group that will work in conjunction with other student groups in order to serve the student body in the fullest way possible.

Articles

I. The organization shall be known as Career Entrepreneurs Organization (CEO)

II. CEO will hold monthly career networking workshops known as "Happy Hours" along with other career related events, geared specifically toward specific career fields. We will work closely with the Career Services Center and the seven colleges. Building students soft skills and preparing them for all aspects of the professional world.

III **Qualification/Criteria for selecting membership** - Full time, matriculated undergraduate. Students will be required to submit a resume, application and interview for their seat in CEO. Students must maintain a 2.5 GPA and attend a minimum of (4) meeting and (2) events.

V. 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 we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. Duties and privileges of membership

CEO Constitution

Dues of \$20 per semester, and partake in monthly meetings. Members will be required to act as liaisons between respective colleges and student body. As a voting member of CEO you must attend 2/3 of all meeting and all major events.

VII. List other types of non-voting or representing membership

Part time or graduate students, alumni, community and honorary members-These members are **NOT** allowed to vote, hold office, count towards the group's membership, nor have any influence upon decision making of the organization.

VIII. Absence Policies

If there are any commitments not fulfilled without prior notice AND substitution of duties (by another qualified member) members are subject to reprimand. Based on severity of offence members of executive board are allowed (with majority vote-2/3) to revoke privileges.

IX. Policies and Procedures for Disciplining/Removing members

Low academic performance or blatant disregard for CEO standards of conduct.

Based on severity of offence members of executive board are allowed (with majority vote-2/3) to revoke privileges or implement other disciplinary action.

X. **Qualifications for Officers** - All Officers (or Executive Board Members) **MUST** be full time matriculated undergraduate students at the University of Delaware with a *minimum* GPA of 2.25.

Must exceed expected standards of conduct and uphold CEO mission above and beyond expectations.

XI. 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.

Section 2: 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 Vice President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the

CEO Constitution

organizations 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 also 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 organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary will 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 their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events 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.

Section 6: Operations Manager- the Operations Manager ensures that all tasks are completed efficiently and in a timely fashion. In addition, he/she shall be responsible for coordination and delegation of member duties at respective events. Please list any and all other duties of the above officers.

XII. **Election of Officers** – Officers shall be elected at the conclusion of each calendar year. A 2/3 is required to be elected into an officer position. Nomination process is open to all eligible members, and will precede the voting process. Anyone who has good standing within the organization is eligible to participate in the elections. During the elections, a nominated candidate must deliver a speech in which he/she will state why he/she can fulfill the requirements for the desired position. Decisions will be made based on a secret ballot.

The officers will assume the roles at start of the following semester.

Section 1: Procedure for Disciplining/Removal of Officers

Any member with low academic performance or blatant disregard for CEO standards of conduct is subject to Disciplining/Removal.

Based on severity of offence members of executive board are allowed (with majority vote-2/3) to revoke privileges or implement other disciplinary action.

how fill vacancy?

CEO Constitution

Section 2: Resignations

Submit form and letter of resignation. See article XII for voting a new executive board member. *how fill vacancy?*

Section 3: Officer Transition

Elections should be held at least 3 weeks prior to the last day of classes in order to allow time for training of the new officers. Newly elected officers will have one-on-one training sessions with current officers in their position. These sessions will include how to perform duties and a general overview of the position.

XIII. **Meetings** – CEO will conduct bi-monthly general member meetings and weekly executive board meetings. The secretary will send out a mass email at least a week prior to each scheduled meeting to notify members of required attendance. In addition, the executive board will meet with the advisor, ~~Joyce Dennis Henderson~~, at least once a month.

XIV. **Dues (if applicable)** – \$20 dues will be collected in the beginning of each semester, and will be allocated to the organization's needs, projects, and special events. The policies, activities, and finances of the organization are subject to the control of the majority of its voting membership. Dues will be collected by means of cash or check; if a member does not pay his/her dues, they are subject to removal from the organization.

XV. **By-Laws** – CEO will establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority of either the executive board or entire organization is generally required to approve by-laws or changes in existing by-laws.

XVI. **Procedures for decision-making** – The executive board will refer to the standard Robert Rules of Order as they apply to the organization's activities.

must be FT faculty/staff

XVIII. **Selection of an Advisor** – The advisor of CEO is chosen based on interest in the goals of the organization. He/she will have duties such as attending at least 2 meetings a semester and will serve as a guide for the executive board by offering advice on a regular basis. The executive board has the right to change their advisor at any point in time.

XIX. **Disbursal of organizational assets should the group become defunct**

CEO Constitution

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. **Define a quorum** – At least 50 percent of members have to be present at a meeting in order for business to be conducted/decisions to be made is It is a protection against the possibility that a small number of individuals within an organization might get together and make and act upon decisions without proper representation of its members. This will be stated for executive meetings as well as general meetings.

XXI. **Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a 2/3 or simple majority vote of either the executive board and approval by the Activities and Programs Office.

XXII. **Rules for amending the Constitution** – Adding articles/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: 

Vice President: 

Activities & Programs Staff: 

Date: 5/25/08

*revision due
to 5/25/08*

Revision Pending