

STUDENT CENTERS ACTIVITIES & PROGRAMS

REGISTERED STUDENT ORGANIZATIONS

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the China Club of Delaware for the purpose of spreading over Chinese culture, as well as connect Chinese students with American students.

Articles

I. Name of the group

China Club of Delaware

II. Object of the organization

China Club of Delaware (CCD) has the mission to spread Chinese culture, as well as to connect between Chinese students and American students. The organization consists of UD American and Chinese students, visiting scholars, alumni, faculty and staff; community and family members; working professionals; and anyone who are interested in our organization.

IV. Qualification/Criteria for selecting membership

We encourage all of the full time students, visiting scholars, alumni, faculty and staff; community and family members; working professionals; and anyone who are interested in our organization to join us, especially students from Lerner Business College. Our community member should have a decent understanding towards Chinese culture or have a strong interest towards it.

- I. For members, they need to show up in at least one CCD activity during the semester and sign up as required.
- II. For voting members, you have to apply through our official website and show up to all activities. Voting members should participate in the presentation of the voting process in order to vote effectively.
- III. For executive board, all board members have to participate in weekly meetings and activity involved in assigning relative responsibilities. CCD has strict rules regarding to elections. Members have to register two month before applying for a certain job. Also, members who applied for a certain position need to have an overall understanding about the job and well recognized by voting members. Members are required to present the overall responsibilities and their own understanding of the position they are applying and also the changes/contributes they are going to make once taking over the duties.

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

Before holding a meeting, detailed information about the meeting will be sent by the secretary. All of the **executive** board members are required to attend the meetings and prepare any material needed in the meeting. Voting members are encouraged to join the weekly meetings in order to give comments and related suggestions. Volunteers who actively involved will have their names listed on the websites.

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

Part time students, 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

Members need to show up at least once a semester in order to keep their membership rights in the club.

IX. Policies and Procedures for Disciplining/Removing members

For any members whose actions go against the mission of the group, is disruptive and disrespectful in meeting or towards other members. Before the CCD make any official decision for disciplining members, the individual member would be offered a chance to make a clarification in front of the executive board and five members out of executive board. The club's decision is based on the voting result after the clarification. Board members also have the rights to sign out by their choice.

X. Qualifications for Officers -

All Executive Board Members **MUST** be full time matriculated undergraduate students at the University of Delaware with a **minimum** GPA of 2.5

XI. Officers

o Section 1: President -

The president holds 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. President will participate in voting process.

Evaluating- on-going analysis of club meetings and operation leads to continuous improvement in the club

Setting attainable goals and making agenda for every activity.

Section 2: Treasurer –

The treasurer is in charge of overseeing all expenditures and balancing the budget and be responsible for making sure that all monies are allocated correctly and not misused.

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.

o Section 3: Vice-President

The Vice-President shall work closely with the President to fulfill the duties as described above, and serve the role of President if the President is absent, unable to serve the duties, or if the President resigns.

The vice president shall support the president when conflicts arise, and participate in executive board discussions and decision making.

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.

o Section 4: Secretary

The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings.

The Secretary handles correspondence, keeps track of a schedule, and maintains the membership list and email database.

The Secretary shall take attendance of those present at group meetings as necessary, and send email before and after each board meeting to ensure every board member clarifies of any responsibilities they may have.

o Section 5: Public Relations Chair

The Public Relations Chair shall ensure the posters and flyers are collected by the time a activity is raised

The Public Relations Chair shall collect ideas from any members and suggest the realistic ones to the board teams during the weekly meeting

The Public Relations Chair shall keep in touch with possible companies/organizations who has the intention to hold activity with CCD in the future.

o Section 6: Webmaster

The Web Master shall be responsible for the monthly update of the Registered Student

Organization web site, have it approved by the executive board, and respond to visitors comments and concerns.

XII. Election of Officers –

- In order to be eligible for election, the members need to be nominated by at least five members.
- The elections will be held every September and only voting members have the right to vote.
- If there is a tie in the election process, CCD will share the responsibility of the position with the two candidates in order to more efficient and effective in conducting activities.
- One month before the end of spring semester, the executive board elections will be hold to allow greater continuity so the new board will be effective for an entire academic year. Regularly, the CCD arranges the transition training between the outgoing and incoming boards during the last month of spring semester.

Section 2: Resignations-Board members have rights to abdicate by their choice and CCD will fully respect their choice. However, Board members who choose to abdicate have the responsibility to give training to the next board member who will take charge of same position. CCD will have up-to-date election when necessary, otherwise the annual election will be conducted every September.

Section 3: Officer Transition – The annual transition will happen in October every year after September’s election. The board members who left their job still have the responsibility to give training to the new officer who takes charge of the same position. Previous officers need to stay on board until November if possible, in order to solve any questions the new officer may have. Previous officer needs to review policies and procedures, passing along important information and planning the new events together with the new officer.

XIII. Meetings -

General group meetings are held a minimum of once a month, and executive board meetings will be held a minimum of twice a month. In addition, the executive members meet with CCD’s advisor at least monthly.

Weekly meeting are generally conducted on Wednesdays.

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.

CCD has the right to change the advisor at any time and it would choose a full time professional faculty or staff as one. The purpose of the advisor is to have a professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of the 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 –

In order for business to be conducted/decisions to be made, the minimum number of members who have to be present at a meeting, including executive meetings as well as general meetings, is 12. However, if the size of the club changes, CCD will require 20%-30% of the membership to participate in the weekly meetings.


XXI. Rules for Ratifying the Constitution -

Approval of changes to the constitution requires a 2/3 vote of 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 the entire membership and advance notice to all members of the proposed change.

Signatures:

President: _____ Shuo Cathy Chen _____ 

Vice President: _____ Mu-Chen Lin _____

Activities & Programs Staff: _____ Harry Jiannan Wang _____ 

Date: _____ Nov 13, 2010 _____