

Chocolate Constitution

Final

Preamble

We, the students at the University of Delaware, do hereby form the organization known as Chocolate for the sole purpose of sharing and spreading our love of chocolate.

Article 1: Name of the group

- 1.01 The organization shall forever be known as Chocolate.
- 1.02 Chocolate shall be an acronym decided upon the first meeting of each fall semester. If no acronym is created then Chocolate shall represent Can't help our cocoa obsessed love about tasty euphoria.

Article 2: Mission and Goals

- 2.01 The primary focus of this organization is to discuss and do activities related to chocolate including discussing chocolate, tasting chocolate, and fulfill the stated purpose, aims, and functions in the Preamble.

Article 3: Membership

- 3.01 Active membership
 - 3.01a an active member is a member who is a full time matriculated undergraduate student at the University of Delaware
 - 3.01b an active member must attend at least 2 meetings per semester
 - 3.01c be on at least one event planning committee
- 3.02 Associated Members
 - 3.02a an associated member must attend one meeting
 - 3.02b an associated member is a member who wants to be part of the club
 - 3.02c Associated members have the same rights as active members except they are not allowed to participate in elections
- 3.03 Duties and privileges of membership a member may vote in elections, participate in all events and meetings, be part of event committees.
- 3.04 A member is allowed to be removed if the member is disruptive and disrespectful in meetings or towards others.
- 3.05 Disciplining of a Member
 - 3.05a After the first offense a member is given a warning by the board and is witnessed by another member. The warning is then recorded by the secretary
 - 3.05b After the second offense the member becomes an associated member and is banned from all meetings and events for the rest of the semester
 - 3.05c After the third offense the member is banned from all meetings and events permanently.

Article 4: Non-Discrimination Clause:

- 4.01 Chocolate 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. Chocolate 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.

Article 5: Officers

5.01 **Qualifications for Officers:** All Officers must be full time matriculated undergraduate students at the University of Delaware and be able to serve for a full academic calendar year

5.01a The President must be a member who has been an active member for at least one year.

5.02 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.

5.03 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 should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

5.04 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 shall maintain accurate financial records of Chocolate and update the Board of Officers of the status of the budget through the year. In addition, the Treasurer shall be responsible for collecting receipts, reimbursing members and decide how much money each event will be allotted.

5.05 The Secretary shall record and distribute accurate minutes of all meetings of this organization. The secretary shall take attendance of those present at meetings and events and maintain a schedule of meeting and event times. It is the duty of the Secretary to reserve rooms in a timely manner. The Secretary should also maintain the membership list and email database.

5.06 The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, 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. The Public Relations Chair is also responsible for communications between Chocolate and any other group.

5.07 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 as well as design flyers, PowerPoint's, and any other elements that require the use of computers.

5.08 The Fund Raising Chair is responsible for planning all events which are made for the purpose of raising money for Chocolate.

5.09 At elections an active member must be nominated by another member and then each position will be voted upon where the member who gets the majority wins the election. If there is a tie a second round of voting will be held. If there is a second tie the faculty advisor will decide who will get the position. Elections will be done through a secret ballot where the secretary will pass out and collect paper and count each persons vote.

5.10 Any Officer may resign at any time by delivering a written notice of resignation to the Board of Officers. At this time the Board will hold an emergency

meeting and a temporary replacement from the board will be voted upon to fill the position to the next membership meeting. At the next membership meeting another election will be held to determine who will fill the position for the rest of the year.

5.11 Elections will be held at least 3 weeks prior to the last day of classes and after elections the old officers will be responsible for training the new officers in any and all duties of the position.

5.12 New positions may be created if both the membership and the Board of Officers decide by two thirds vote respectively and approval by the President and Advisor.

5.13 If any Officer of Chocolate is absent from the University of Delaware campus because they are abroad or on leave, the Board should elect an individual to serve as Officer until the regularly elected Officer shall return to campus and they can fulfill the role together.

5.14 Any Officer of the Organization may be removed from office by a two-thirds majority vote from the membership at any time throughout the school year

5.15 Selection of an Advisory

5.15a the advisor must be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor

5.15b the advisor will be chosen by unanimous vote by the Board of Officers

5.15c the advisor must attend at least 2 meetings and offer advice when sought. The advisor will decide the winner if a second tie is reached in elections.

Article 6 Meetings

6.01 All members shall be notified of any meeting or event at least 2 days prior. Meetings should ideally be advertised one week ahead of time to ensure maximum audience levels.

6.02 The Board of Officers should meet twice per month and have at least 2 meetings that include the advisor.

6.03 There should be a minimum of 4 membership meetings per semester.

6.04 At any membership meetings a quorum shall be deemed to be an attendance of any 2 officers and 30% general members.

6.04b Elections must have at least 50% of the general members

Article 7 Miscellaneous

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

7.02 Approval of changes or additions to the constitution requires a 2/3 vote of the membership, unanimous approval by the Board of Officers and approval by the Activities and Programs Office.

7.04 The organization shall establish by-laws to carry out the policies set forth in this constitution

7.04b A simple majority by the membership and board of officers is required for changes or additions to the bylaws

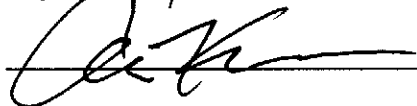
Signatures:

President: 

Date: 12/7/2009

Vice President: Victoria Kopeck

Date: 12/7/2009

Activities & Programs Staff: 

Date: 12/7/2009