



CONSTITUTION
CLUB MANAGERS ASSOCIATION
(STUDENT CHAPTER)

Preamble

We, the students of the University of Delaware do hereby form the organization known as the Club Managers Association (Student Chapter) for the purpose of bringing together people with similar interests concerning areas of club management. Upon assembly, we would like to gain educational as well as practical experience in new methods which involve club management in the hospitality industry.

Article I
-Name-

The organization shall be known as the Club Managers Association (Student Chapter).

Article II
-Object-

The object of the Club Managers Association shall be to familiarize ourselves with local clubs and establish contacts throughout the club environment of the hospitality industry. Also, we intend to gain educational as well as practical experience for club management.

Article III
-Qualifications for Membership-

Any full-time matriculated undergraduate student at the University of Delaware who is enrolled in the Hotel, Restaurant and Institutional Management program and agrees with the object and purpose of the Club Managers Association (Student Chapter) may become a member.

Article IV
-Officers and Elections-

Section 1: President

The Club Managers Association (Student Chapter) shall have a President with the duties of calling and running meetings and handling day to day affairs, as well as overseeing the operation of the club.

Section 2: Vice president

The Vice president shall have the authority as and assume the full duties of the President in case of his/ her absence.

The Vice president shall:

- Acquaint himself/herself with all of the duties of the President and other officers.
- Familiarize himself/herself with all the duties of the committees.
- Aid with the President as requested.
- Act as a liaison between the committees and the Board of Directors.

Section 3: Treasurer

The Treasurer shall:

- Keep accounts, collect the debts, make payments as authorized by the Board of Directors, and be responsible for all chapter funds, as outlined by the chapter By laws
- Mail dues invoices to members
- Furnish the president with information needed from chapter records for the annual report
- Maintain the chapter record system; collect dues, initiation fees and other indebtednesses and property record on members' record cards

Section 4: Secretary

The chapter secretary shall:

- Conduct the correspondence with the Board of Directors (and National Headquarters)
- Perform such duties as usually incumbent upon the office
- Keep minutes of all meetings of the chapter and the Board of Directors.
- Keep attendance records for chapter meetings
- Certify and process membership applications approved by the chapter
- Keep the membership roster continuously up-to-date and provide National Headquarters with a copy
- Prepare and maintain a file of general correspondence
- Forward all correspondence regarding all prospective members to the Membership Committee Chairman for further action
- Upon termination of office, transfer all records, in current condition, to successor and bank signature cards for trustees

Section 5: Qualifications for Officers

All officers must be full-time matriculated undergraduate students at the University of Delaware who are enrolled in the Hotel, Restaurant and Institutional Management program. Also, a prospective officer must have attended all but two meetings of the club in the past year.

Section 6: Elections

Elections for officers shall be held at least once per academic year.

Article V -Meetings-

The Club Managers Association shall meet at least seven times per academic year.

Article VI
-Bylaws-

Section 1: Authority

The Club Managers Association (Student Chapter) shall establish bylaws to carry out policies set fourth in this constitution.

Section 2: Approval of Bylaws

Bylaws and changes in bylaws shall be approved by two-thirds (2/3) of those members present and voting.

Article VII
-Procedure-

The rules contained in *Robert's Rules of Order, Revised Edition* shall govern the society in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the special rules of order of this society.

Article VIII
-Ratification-

This Constitution shall be ratified by a two-thirds (2/3) affirmative vote of the membership of the Club Managers Association (Student Chapter) and approval of this organization's registration by the Delaware Undergraduate Student Congress.

Article VI
-Amendments-

Amendments to this Constitution shall require approval of two-thirds (2/3) of the entire membership of the Club Managers Association (Student Chapter). Advance notice must be made to all members of proposed changes to the constitution.