

Constitution of the Cultural Arts Club

Date: November 7, 2006

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Cultural Arts Club for the purpose of providing students with an interest in the cultural arts the opportunity of traveling to nearby cities to visit museums, see performances, and partake in other educationally enriching activities.

Articles

- I. **Name of the group** - The organization shall be known as the Cultural Arts Club.
- II. **Object of the organization** – The executive board will plan activities for each semester that enhance each member’s appreciation for the cultural arts. The activities may include, but are not limited to, seeing plays, attending concerts, and visiting museums. The board will consider the suggestions of group members.
- III. **Qualification/Criteria for selecting membership** - Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. Dues must be paid to be considered a member; only members are eligible to go on one of the club’s trips.
- IV. **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.
- V. **Duties and privileges of membership** – As stated above, membership is necessary to travel with the club. Also, membership as well as attendance to at least one meeting per semester is required for voting rights.
- VI. **Absence Policies** – If a member has a legitimate reason for failing to attend meetings, he or she may petition for voting rights at the discretion of the executive board. In addition, there will be no refunds for any trips if a member does not give sufficient notice to the officers that he or she will not be able to attend.
- VII. **Policies and Procedures for Disciplining/Removing members** – Any member who violates University of Delaware’s Code of Conduct during a trip will be removed from the club. Any student found in violation of the Code of Conduct shall be referred to the Activities and Programs Office for proper judicial repercussions. They will be informed by email or in person. If they object, they have the right to a fair trial, in which they can present their case

in front of the members of the club. A 2/3 majority vote will decide the outcome.

- VIII. **Officers** - The officers must attend as many meetings as possible and aid in the planning and organization of events. Like all members, they are required to pay dues when applicable. The officers are as follows:

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 the End-of-the-Year, Mid-Year, and Start-of-the-Year packets, and Summer Contact Information. The President will receive all information from the Activities and Programs Office from an undisclosed email database that should be disseminated accordingly by the President to help the RSO function. The president will help to appoint all standing and special committees.

Section 2: Vice-President - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of the President, or in the event that 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.

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 shall serve as the 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, and submitting press releases to the appropriate media.

- XI. **Qualifications for Officers** - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware. Any potential officer must be able to complete the full academic year.

- XII. **Election of Officers** – Officers will be elected by the popular vote of members. Any member may nominate themselves to run for a position. Elections will be held once a year, and in the case of a tie, the officer will be selected at the discretion of the current executive board.
- Section 1:** Procedure for Disciplining/Removal of Officers - Officers will be removed if they cannot commit enough time to their duties or if they violate University of Delaware's Code of Conduct on any of the trips. They will be informed by email or in person. If they object, they have the right to a fair trial, in which they can present their case in front of the members of the club. A 2/3 majority vote will decide the outcome.
- Section 2:** Resignations - An officer can resign at any time, and the remaining officers will select someone to fill the position.
- Section 3:** Officer Transition - Officers will be elected late in the spring semester for the fall semester.
- XIII. **Meetings** – Meetings will be held once a month to inform members of upcoming trips and any other events, such as fundraisers, that the group will be participating in. Email will be the primary mode of notifying existing members of a meeting. The executive board will meet at least once a month, as necessary to plan events, outside of the general meetings.
- XIV. **Dues** – The treasurer will collect dues from people who wish to join the club, which can be at any time. Paying dues is necessary for membership in this club. The policies, activities, and finances of the organization are subject to the control of the majority of its voting membership
- XV. **By-Laws** - This organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority is required to approve by-laws or changes in existing by-laws.
- XVI. **Procedures for decision-making** - The rules contained in Roberts Rules of Order, Revised Edition shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XVII. **Establishment of Committees** - There are currently no committees for this club, however the executive board will be form them as needed.
- XVIII. **Selection of an Advisor** – The advisor will be chosen by the executive board each year. The advisor's primary role is to ensure that the club continues to operate in a manner in line with the intentions of the founders.
- 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.
- XXI. **Rules for Ratifying the Constitution** - Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.

XXII. **Rules for amending the Constitution** - Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

Signatures -

President: Stephanie R... Date: 11/30/06

Vice President: [Signature] Date: 11/30/06

Activities and Programs Staff: [Signature] Date: 11/30/06