

# Delaware Kendo Club Constitution

We, as students at the University of Delaware, do hereby form the organization known as the Delaware Kendo Club for the purpose of providing a place for University of Delaware students to study the martial art and sport of Kendo and to promote the advancement of Kendo in the community.

- I. **Organization Name:** This organization shall be known as the "Delaware Kendo Club".
- II. **Mission Statement:** The mission of the Delaware Kendo Club is to create a healthy and sustainable kendo club at the University of Delaware. This mission will be accomplished by organizing a club folder and promoting our club to garner interest in the martial art.

**Section 1: Promotion of Kendo at the University of Delaware:** The Delaware Kendo Club is committed towards promoting the physical and mental aspects of Kendo by providing a place where members can study, practice, and be instructed in the art and sport of kendo, and in turn promote the image and respectable standing of the club in the greater kendo community.

**Section 2: Holding Demonstrations/Events/ Club Sign Up :** Officers of The Delaware Kendo Club must abide by all University of Delaware policies related to event planning and will announce proposals to the appropriate staff at the university. All events are to be recorded by the club secretary in order to aid future officers in organizing events. Secretaries must include date, time, personnel attending, location, description of the event, and any monetary amounts paid using club funds.

**Section 3: The Club Folder:** All materials, members, web files, ledgers, event logs, etc. that relate to the club are considered part of the "Club Folder". The intention of this folder is to provide a structured guide for future officers to use in all aspects of club procedure.

- III. **Affiliation with other organizations:** To facilitate the continued practice of Kendo at the University of Delaware, it may be necessary to have an affiliation with a qualified instructor. In such instances club funds may be used to pay for the instruction if and only if the affiliate signs the DKC Affiliate Statement of Understanding.
- IV. **Membership:** Anyone may come to practice to observe but to participate they must sign a waiver. After 3 practices potential members must pay dues to confirm membership. They must also meet the physical conditions necessary to perform kendo.

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**Section 1: Full-Time Student Membership:** Full-time student members of the Delaware Kendo Club must be matriculated, full-time undergraduate students with a minimum GPA of 2.0 at the University of Delaware to ensure that student's academic interests are still being maintained. Full-time students who have paid club dues can vote, hold office, and have full access to club assets. Students that join half way through the semester, or at the end, cannot vote, or run for office, but will be able to the following semester.

**Section 2: Graduate and ELI Student Membership:** Graduate and ELI student members must be enrolled in graduate studies at the University of Delaware or be a student at the English Language Institute. Graduate and ELI students cannot vote or hold office. In order to participate in club activities, graduate and ELI students must pay dues.

**Section 3: Part-Time Student and Non-University (community) Members:** Part-time student and community members are not allowed to vote, hold office, and have no access to club assets with the exception of practice space. In order to participate in club activities, part-time student and community member must pay dues.

- V. **Dues:** dues will be collected at the beginning of the semester or when the member joins. Prospective members are allowed to attend three practices before they are required to pay dues and join the club.

**Section 1: Full-Time Student Membership:** Dues for full-time student members will be \$20 a semester. Dues for full-time student members participating in club activities over winter session will be \$10.

**Section 2: Graduate and ELI Student Membership:** Dues for graduate and ELI student members will be \$20 a semester. Dues for graduate and ELI student members participating in club activities over winter session will be \$10.

**Section 3: Part-Time and Non-University (Community) Membership:** Dues for part-time student and community members will be \$30 a semester. Dues for part-time student and community members participating in club activities over winter session will be \$15. In addition, part-time and community members must pay the instructor, at the instructor's discretion.

- VI. **Non-Discrimination Clause:** The Delaware Kendo Club 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. The Delaware Kendo Club 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.

**VII. Termination of Membership:** Membership in the Delaware Kendo Club may be terminated, without a refund of their dues, for the following reasons. A three-fourths vote of the executive board will be required to terminate any membership:

**Section 1:** Actions of member directly conflict with the stated missions and goals of the Delaware Kendo Club.

**Section 2:** A member is disruptive or disrespectful during meetings or towards other members or the instructor.

**Section 3:** A grievance process will be laid out in the by-laws so that a member may bring complaints concerning another member to the executive board.

**VIII. Executive Board Members:** All executive board members must be full-time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. Potential officers must be able to complete a full academic calendar year.

**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).

**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 as president if the president is absent, unable to serve his/her duties, or if the president resigns. The vice-president should also be responsible for checking the Delaware Kendo Club's mailbox and for disseminating information about other activities offered by 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 the group meeting as necessary. The secretary will serve as the organization's historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The secretary will also maintain the membership list and email database.

**IX. Election of Officers:** Elections of officers will take place a full semester before the position of vacated. The current executive board will nominate current club members

with each board member allowed to nominate no more than one person for each position. There must be at least two nominations for each executive board position. After the nominations are selected all current full-time student members will vote and a simple majority will decide the winner. In the event of a tie, the position's current occupant will break the tie.

- X. **Removal of Officers:** If it decided by three members of the executive board that an officer is not fulfilling their duties as outlined in the constitution or if the officer has committed an offense worthy of termination, as outlined in Article VII, those three members may choose to demote the offending officer to regular member status or terminate membership respectively, and an election will be held immediately to fill the position, with the tie-breaking vote going to the current president. If it is the president being demoted, the vice-president will be installed as club president and an election will be held for vice-president.
- XI. **Officer resignation:** An officer may resign their seat at anytime. If this should occur, the positions of president, vice-president, treasurer, and secretary must still be filled. The process for filling the open position is the same as outlined in Article X.
- XII. **Meetings:** Any member of the executive board may call a board meeting to discuss club matters and require the presence of the other officers.
- XIII. **Selection of an Advisor:** The advisor must be a full time professional faculty or staff person.
- XIV. **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.
- XV. **Rules for Amending the Constitution:** Any changes to the constitution require unanimous approval of the executive board.

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President

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Date

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Vice-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alex Keen, Program Coordinator

\_\_\_\_\_  
Date