

Approved
SM 2/11/02

We, the students at the University of Delaware, do hereby form the organization known as the German Club for the purpose of promoting German language and culture among the student body and to provide an easily accessible resource for the study of German language and culture.

- I. Name of Group: The organization shall be known as the German Club.
- II. Object of the organization: The organization will hold regular meetings in order to discuss aspects of and diffuse information about the German Culture. It may sponsor activities and excursions concerning German culture, and it will also be readily available to answer questions the members of the club, the student body, or the community about German Culture.
- III. Criteria for selecting membership: Members of the club are full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. Any such student is eligible for membership, but can only become a member after paying a yearly due of one dollar.
- 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: Privileges of membership include the holding of office, and the ability of vote on all matters concerning German Club activities, by-laws, and officers. They will also be given preference in German Club activities if seating is limited. The duties of a member entail attendance to the yearly September initiation meeting, and attendance to at least one other German Club sponsored activity.

- VI. Non-voting members: The German Club also welcomes the participation of graduate students, alumni, and interested faculty at all functions. Honorary membership may be granted to foreign exchange students, members of the community and students of other institutions of learning after they have paid their dues. Participants of this category will not be allowed to vote.
- VII. Absence Policies: If the September yearly initiation meeting is missed, the member must inform an officer of their absence and pay the due shortly thereafter.
- VIII. Policies and Procedures for Disciplining/Removing members: Grounds for the removal of members are any violent or potentially harmful behavior, and any demonstrably anti-social behavior, i.e. defamatory, racial, or remarks otherwise cruel and offensive, committed at any function sponsored by the German Club.

The procedures for disciplining/removing a member is as follows:

- At the first offense the officers will issue a warning.
- At the second offense, the member will be banned from the following two German Club sponsor activities.
- At the third offense their membership will be revoked, with a forfeiture of admission fee, and they will be banned from any German Club sponsored activity, by a consensus of the Officers.

All excessively violent behaviors will result in immediate revocation of membership.

If the student feels that they were treated unjustly, they can request to present their case, in conjunction with that of the Officers, to the Club at the next regularly scheduled

meeting. The reinstatement of their membership will then be determined by a majority vote of 2/3^{rds}.

- IX. Meetings: There will be at least one official meeting of the entire club per month, determined by a consensus of the Officers. There will also be an option of weekly meetings, as long as sufficient interest is shown, i.e. there must be at least six interested members. The day of weekly meetings will be established by the Officers, which will strongly take into consideration the suggestions of interested members. There will also be by-monthly meetings of the Officers members, the dates of which will be determined through consensus among the Officers. The Officers are also obligated to meet with the advisor at least once a month, the time will be determined by the Officers and advisor together.
- X. Dues: The due to be a member of the German Club will consist of a yearly contribution of a dollar. There will be a yearly collection of dues at the first official meeting of each academic school year. Any student may join within after this meeting, by paying the due and supplying any needed personal information to the Treasurer during any official German Club meeting. The treasurer must then within 24 hours inform the Secretary of the applicant's membership. Should the Treasurer not be present, and applicant can give the money to any officer. The officers are then obligated to hand over the money to the Treasurer within 48 hours, unless outstanding circumstances apply, i.e. the Treasurer is not in the state. They must also inform the Secretary of the applicant's membership within 24 hours.
- Dues can be raised if the Club feels that there is great need. The due is sign of commitment from the member, and therefore there must be a ¾ majority vote to raise dues.
- XI. Officers: Officers are due paying members who are voted into their positions by the other members of the German Club.

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 report (Annual Report), Summer Contact information, Annual Survey, and RSO Questionnaire. The President will also be responsible for disseminating any information received from the Activities and Programs Office.

Section 2: Vice-President- The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President is also responsible for checking the mailbox and for disseminating information about activities offered by other Registered Student Organization.

Section 3: Treasurer- The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization, and will maintain all group ledgers. The treasurer will also be in charge of the collection of dues, and the requesting of 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 will be responsible for keeping track of attendance and for maintaining membership list, email database, and the web page.

Section 5: The qualifications for Officers- All officers must be full time matriculated undergraduate students at the University of Delaware, they must have paid the dues, and must show enthusiasm for the achievement of the club's objectives.

Section 6: Creation of Limited Specialized Officers- If the Officers agree by consensus that a specialized officer is needed, for example a Web Master, for the up-coming or current year, they can create a position to fill this need, and then nominate someone they feel qualified to fill this position. The creation of the position and assumption of that position by the nominee must be voted into place by a simple majority vote. The office will end at the end of the academic year.

Section 7: Election of Officers- Officers will be elected once a year, at least three weeks before the end of spring semester. Members can be self-nominated, or may accept the nomination by another member. They are then elected to office by a secret ballot. If a tie ensues, it will be broken by the flip of a coin.

Section 8: Procedure for Disciplining/Removal of Officers- The Officers are expected to fulfill their duties to the fullest extent. As members, the Officers will be disciplined and removed as outlined in Article XIII, whether because of unacceptable behavior, or for lack of fulfillment in their offices.

Section 9: Resignations- There must be at all times four Officers filling the four offices outlined in the constitution. At the resignation of an Officer, the remaining offices may fill that position with any current non-temporary officer, if they feel it is the wisest decision. The remaining officers will then call an off-season election to vote, following the procedures outlined in Article XI, Section 7. Newly elected officers will take assume duties directly after being elected.

Section 10: Transition of Officers- Elected Officers will assume duties the beginning of the following academic year. Former officers, before leaving office, must familiarize his/her successor, and hand over to them any documents that they might need.

XII. By-laws: The organization shall approve any by-laws by a majority vote of 2/3^{rds}.

- XIII. Define a quorum: The minimum number that must be present at a meeting in order for business to be conducted legally, is 30%, with the presence of half the Officers.
- XIV. Establishment of Committees: There are no standing committees, but a committee can be established by a consensus among the Officers as the need arises. A committee will consist of volunteers of members and honorary members of the German Club. At the establishment of a committee, the Officers will also set a date for the disbanding of the committee. If the Officers wish to create a standing committee, this can be done by a consensus among them, but will only retain the status of stating committee as long as there are three volunteer members.
- XV. Selection of Advisor: The advisor will be chosen by a consensus of the Officers.
- XVI. 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.
- XVII. Rules for Ratifying the Constitution: Requires a simple majority of the organization and approval by the Activities and Programs Office.
- XVIII. Rules for amending the Constitution: Requires a 2/3^{rds} vote of the entire membership and advance notice to all members of the proposed change.