

Constitution of the Food and Culinary Club

DATE: November 4th, 2006

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Food and Culinary Club, in order to provide all students with an opportunity to practice and expand their culinary knowledge.

Articles

- I. **Name of the organization:** This organization shall be known as the Food and Culinary Club.
- II. **Object of the organization:** This organization will aim to host a variety of activities which are related to food education and culinary skills. It will host cooking nights, which will be based on a first come, first serve sign up sheet. The cooking nights can include, but will not be limited to, seasonal, cultural, and technique themed nights. This group will also aim to hold contests and competitions, as well as all-inclusive seasonal-spirit related activities. We also hope to provide students with food and culinary primary sources by inviting local chefs and other food and culinary experts to be guest speakers. Lastly, as a way to incorporate the club into the university, the club will aim to have a partnership with The Review, in hopes that our club can publish an article every week based on the food and culinary skills covered during our meetings and activities.
- III. **Affiliation with any other group:** This group is affiliated with the Nutrition and Dietetics Program in the Department of Health, Nutrition and Exercise Science at the University of Delaware. It is not in any way associated with the Baker's Dozen or HRIM department. Although we hope to become associated with The Review, this relationship is non-existent at the moment. We also have a liaison with the Nutrition and Dietetics Club at the University of Delaware.
- IV. **Criteria for membership:** Any undergraduate student of the University of Delaware who agrees with the club's purpose and rules, and who also takes the preliminary safety course, can become a member of this club. However, in order to participate in some activities of the member's choice, dues must be paid to provide the supplies for the activity. The size of the club itself will not be limited; however, due to the size of the small kitchens in Allison Hall and fire regulations, each cooking event must be limited to approximately 15 people.
- V. **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.
- VI. **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. This information is used to help the functioning of the club. 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 President, 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. Presidential duties will also be shared with the Vice President at the President's discretion.

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 will serve as the organizations 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 should 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.

Section 6: Webmaster - 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.

- VII. **Qualifications for Office:** The qualifications for being an officer in the club requires the student to be a full time undergraduate who will be able to complete a full academic year.
- VI. **Duties and privileges of membership** Members have the duty of helping to elect the officers. As members, they may participate in any club activities and can also become an officer if desirable.
- VII. **List other types of non-voting or representing membership** - This club is also open to graduate students, alumni, associate graduates, and honorary members.
- VIII. **Absence Policies** - If a member pays for an activity and does not show up, the paid dues are non-refundable. Attendance will not be taken at meetings, and thus the absence policy is non-existent with exception to the activities.
- IX. **Policies and Procedures for Disciplining/Removing members** - any member who abuses the privileges of using the facilities in Allison Hall or is a threat to the

club will be asked to withdraw their membership. Members who refuse to withdraw will be given a trial in front of their peers where they can plead their case. A 2/3 majority vote will decide the outcome.

- VIII. **Election of officers** – The officers will be elected as members write down on a piece of paper who they wish to elect. In order for a person to be elected, they must first have been self-nominated by email. Elections will be held once a year. Officers will be allowed to continue to hold their title until they resign, graduate or if they are removed of their duties. During election, ties will be broken by a unanimous decision on behalf of the current board.

Section 1: Officers will be removed if they cannot commit enough time to their duties. 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: An officer can resign at any time, and the position will be filled by a choice of the current officers.

Section 3: Officer Transition will occur at the end of the fall semester in order for the new officers to be trained, if necessary, in the spring.

- IX. **Meetings** - Meetings for the club will be held once a month, and the officers will meet at least twice a month in addition. The adviser will be consulted approximately once a month as well. Meetings will be held in 202 Alison Hall. Most food and culinary events and activities, however, will take place in 201 Alison Hall. The advisor to the club will be present for all meetings that take place in room 201 Alison Hall.
- X. **Dues** - Dues will be collected from any member who wishes to participate in a cooking activity which exceeds the club's funding. A member must pay dues when signing up for an event. However, as this club is new, the dues policies are liable to change based on the response from the students and available resources.
- XI. **Policies and Procedures** - The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority is generally required to approve by-laws or changes in existing by-laws.
- XII. **Procedures for decision making** – Decisions will be made as a cumulative effort on the officers' part.
- XIII. **Committees** - There are currently no standing committees for this club, however they will be formed on an as-needed basis.

- XIV. **Selection of an advisor** - The current advisor for the club is Professor Carolyn Manning. She was chosen because she is an important member of the Nutrition and Dietetics Program and she expressed strong interest in the club's prospects. Future advisors should possess a passion for food and culinary arts and related topics, and should also be willing to attend and supervise club meetings, as well as cooking activities. The advisor also must have access to 201 and 202 Alison Hall.
- XV. **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.
- XVI. **Constitution Ratification:** In order for the constitution to be ratified, and 2/3 majority vote must be taken and the changes must be approved by the Activities Board.
- XVII. **Amending the Constituion:** In order for the constitution to be amended, a 2/3 majority vote must be taken by the club and all members must become aware of the changes.

Signatures -

Advisor: Carolyn K Manning Date: 12/6/06

Activities & Programs Staff: [Signature] Date: 12/6/06

VP: Claire Dignan 12/5/06