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## **STUDENT CENTERS ACTIVITIES & PROGRAMS\_REGISTERED STUDENT ORGANIZATIONS \_**

### **Constitution**

**Preamble** "We, the students at the University of Delaware, do hereby form the organization known as the Artistic Expression for the purpose of combining fashion designing, art and merchandising to form a social and fashion conscious community."

#### **Articles**

**I. Name of the group** - "The organization shall be known as the Artistic Expression."

**II. Object of the organization** - This Organization with bring awareness of the arts to the University of Delaware and the surrounding community. This will be accomplished through fundraisers, community service, publicity and artistic expression. Also members will be enhanced academically through speakers and monthly fashion research.

**III. Affiliation with any other group (if applicable)** - Artistic Expression as a partnership with The Synergy Fashion Group.

**IV. 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. There is no limitation to the amount of members that are allowed to join the club. Students will have to pay dues before made a member. The payment will last a semester a year ,if new members want to join the following semester payment of dues must be made.

**V. Non-Discrimination Clause** - Artistic Expression 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. Artistic Expression 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. Duties and privileges of membership** To maintain membership, members are required to attend and/or volunteer for a minimum of three club organized events. Outside of your events a minimum of 10 hours of community service a semester. Members need to be in attendance of half of the meetings per semester in order to participate in voting for the next e-board members.

**VII. List other types of non-voting or representing membership** - Part time or graduate students, alumni, community and honorary members. These members are **NOT** allowed to vote, hold office, count towards the group's membership, nor have any influence upon decision making of the organization.

**VIII. Absence Policies** -There are no penalties for not attending meetings. Dues will be kept after paid and will make you a member but after the person misses more than half of the meetings per semester have no voting rights for the next election of the e-board.

**IX. Policies and Procedures for Disciplining/Removing members**-If a member became disruptive, went against the mission or was disrespectful, it is the obligation of the President to approach the member and bring these actions to the attention of the member. If the actions were continued the membership will be revoked.

**X. Qualifications for Officers** - All Officers (or Executive Board Members) **MUST** be full time matriculated undergraduate students at the University of Delaware with a **minimum** GPA of 2.25. Any potential officer must be able to complete a full academic calendar year (i.e. no second semester seniors, semester abroad students).

**XI. Officers** -

**Section 1: President** – Artistic Expression 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.)* The President will receive all information from the Activities and Programs Office from an undisclosed email database. ***(NOTE: This information is to be used to help your RSO function, so please be sure to share the information with the entire board and organization members accordingly.)*** The president will help to appoint all standing and special committees. President is a member who has already served on the executive board for at least a year and has shadowed a previous president for a semester.

**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 the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and form 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. You may want to have the Secretary 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 including pictures. 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**, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

**Section 6: Artistic Director** – Maintains a connection between the Fashion Merchandising majors, art majors and focus the group toward a creative path. This person is also responsible for meeting activities and community gift giving and artistic direction of such events and getting the supplies for such events.

XII. **Election of Officers** –If a student wants to get onto the e-board they can raise their hand and volunteer to run. Voting for e-board members will take place by secret ballot and winners will be announced once the votes are in. In order to be eligible to vote you must have attended at least half of the meetings. This should be members as described in Section IV above. If there is a tie the President will decide who the winner is. Officers will be renewed at the end of the academic year. Voting will occur at the end of the fall semester but the winners will have to shadow the previous e-board member for a the Spring semester in order to take the office for next year.

**Section 1: Procedure for Disciplining/Removal of Officers** - a notice of charges, a right to a fair hearing, the right to appeal, and how the organization will vote on such matters. The vacated position will be filled by voting the runner up from the previous voting into office.

**Section 2: Resignations**-If a member of the e-board vacates the position a new election will take place to replace the person.

**Section 3: Officer Transition** –Elections will be held a

week before fall semester ends and the winner will shadow the current e-board member during the spring semester which will include introduction to Activities & Programs Office and staff, reviewing policies and procedures, passing along important information, planning next year's events, etc.

XIII. **Meetings** – We will have meetings every other week and the president will be in charge of emailing members to attend. The e-board will meet once a week to plan the next meeting.

XIV. **Dues** –In order to become a member of Artistic Expression, dues will be collected once a semester. Dues will be \$10 and should be collected at the beginning of each semester.

XV. **By-Laws** - The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote is required to approve by-laws or changes in existing by-laws.

XVI. **Procedures for decision-making** - Look to the rules contained in Roberts Rules of Order to 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** (*Not applicable*)

XVIII. **Selection of an Advisor** –The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. Please describe how the advisor will be chosen and what duties they will have (i.e. attending meetings, events offering advice, etc). Please note that the student organization has the right to change their advisor at any time. **NOTE:** The Activities & Programs Office is the principle contact regarding policies and procedures for functioning as a student organization. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of your organization.

XIX. **Disbursal of organizational assets should the group become defunct** You **MUST** include the following statement: The University of Delaware shall inherit the assets of any Registered

Student Organization should the group become defunct.

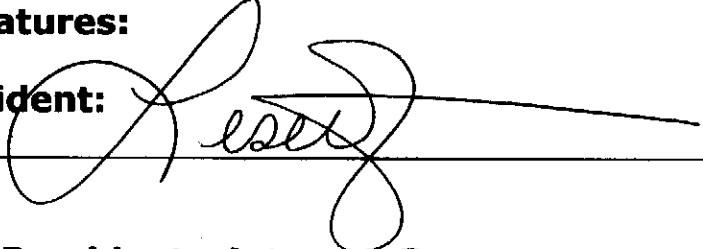
**XX. Define a quorum** – There is minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made. It is a protection against the possibility that a small number of individuals within an organization might get together and make and act upon decisions without proper representation of its members. Generally a number that is 30%-50% less of the membership works well. This should be stated for executive meetings as well as general meetings

**XXI. Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a 2/3 vote of the executive board and approval by the Activities and Programs Office.


**XXII. Rules for amending the Constitution** – Adding articles/sections to the constitution requires a 2/3 vote of the executive board and advance notice to all members of the proposed change.

**Signatures:**

**President:**

  
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**Vice President:**

  
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**Activities & Programs Staff:**

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**Date:** October 22, 2008