

Constitution of Global Brigades
University of Delaware Chapter
March 23, 2009

Preamble:

We, the students at the University of Delaware, do hereby join the organization known as Global Brigades for the purpose of raising awareness of medical, environmental, and economic issues in third world countries and providing aid in the form of vitamins and over the counter medications.

Articles:

- I. The organization shall be known as Global Brigades.
- II. The purpose of this organization is to join likeminded individuals in an endeavor to provide healthcare to Hondurans in need, while educating members and exposing them to global medical issues. Members will be responsible for fundraising and recruiting.
- III. This group will be affiliated with the national organization called Global Brigades.
- IV. Members must be full-time undergraduate matriculated students at the University of Delaware who agree with the object and purpose of this group. Anyone can join the club and assist in recruiting in fundraising and in any other activities that may be held.
- V. This organization agrees to adhere to all policies and procedures of the University of Delaware 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 does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. The duties and privileges of membership are the following: an individual must attend seventy-five percent of the meetings, must attend at least one fundraising event, and must attend all mandatory meetings, unless a legitimate excuse is presented in writing to the officers.
- VII. Additional membership will be extended to faculty who contribute to the group. These members cannot vote unless the issue pertains directly to them. Their advice and perspective, if offered, can be considered in a decision, even if they are not voting.
- VIII. If a member attends less than seventy-five percent of the meetings, has an unexcused absence from a mandatory meeting, or violates any rules of this organization, he/she will not be allowed to run for office in an upcoming election. If attendance drops below fifty-percent, voting privileges will be revoked and a majority vote can withdraw membership from that individual. The same procedure will be used for members who are disruptive and/or disrespectful to other members during any activities hosted by this organization.
- IX. If attendance drops below twenty-five percent, the membership will be automatically revoked. Any money they had fundraised will be forfeit to the University of Delaware Chapter of Global Brigades and used to purchase medicine for groups/organizations giving aid to those in need. Funds forfeit from any such member will not be used to fund another member's trip. Physical and sexual altercations will not be tolerated and are to be dealt with in this manner.
- X. All officers and executive board members must be full-time matriculated students at the University of Delaware with a GPA of at least 2.50. In addition, members who wish to run must have been a full member of the Global Brigades for one academic year. In addition, candidates must be able to complete a full academic year at the University of Delaware.

Those planning to study abroad and/or graduate within an academic year cannot run for office.

XI. **Officers:**

Section 1: President- This organization will have a president with the duties of calling and running the meetings and handling day-to-day affairs. The president has a primary responsibility to ensure the continuance of the club. To do this, he/she must make sure all appropriate and necessary paperwork and documentation is completed and submitted by set deadlines. In addition, the president will have the duty and responsibility of communicating with the national liaison for Global Brigades. He/she will be responsible for sharing information with the board and training his/her elected replacement in order to ensure a smooth transition of power. The president will help to appoint all standing and special committees. To be eligible to run for president, a member must have had an active leadership role in the organization. In addition, the president must share all information with the vice-president.

Section 2: Vice-president- The vice-president will work with the president to fulfill the above duties. The Vice- President will act as president in the case that the president is absent, unable to perform duties, or if the President resigns or is removed. The Vice-President will address questions, concerns, or comments as well as relay them to the president. In addition, the vice-president will be responsible for checking the organization'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 group expenditures and revenues. The treasurer will write all checks, records and other monetary transactions and have them approved by the Activities and Programs staff for the purpose of the organization. The treasurer will maintain all group ledgers and will be responsible for requesting funds from the allocation board. The treasurer will oversee fundraising.

Section 4: Secretary- The secretary shall be responsible for recording accurate minutes of each meeting and activity. He/she will maintain the list of members, attendance, and contact information.

Section 5: Public Relations Chair- The public relations chairperson will be responsible for posters/advertising, maintaining a social networking webpage, and positive portrayal of the organization. The Public Relations Chair will maintain contact with other chapters of Global Brigades, will oversee brochures and press releases, and represent the group at events.

Section 6: Medical Liaison- The medical liaison shall coordinate with all speakers at meetings and oversee any collection of aid that takes place. He/she will communicate with all medical practitioners and keep a record of MDs who participate in any Global Brigades event.

Section 7: Webmaster- The webmaster shall be responsible for the website and will be responsible for the content portrayed on the website. The webmaster must be approved by the executive board, which consists of the positions outlined in Sections 1-6 above.

XII. **Election of Officers-** Elections will be done on typed ballots. There must be one election each year, the date of which will be determined by the then-current administration. Candidates

must be nominated either by themselves or by another member. In the event of a tie, the non-running officers will determine the outcome based on factors such as experience, effectiveness, and dedication to Global Brigades. To vote, one must be a full member as outlined above, and one must also be returning the next academic year. Officers will assume new positions at the end of the academic year and will be trained by the previous officers.

Section 1: Procedure for Disciplining/ Removal of Officers- If an officer fails to attend the required number of meetings or acts in a way that conflicts with the goals of the organization, that officer will be given a notice of charges and a fair hearing taking place a minimum of 14 days after reception of the notice of charges. The advisor must be present and the officer will have the chance to defend himself/herself. A 2/3 officer vote will decide whether the officer is removed.

Section 2: Resignations- If an officer chooses to resign, he/she must inform the other officers in writing 4 weeks in advance. Nominations will be held at the soonest possible meeting and the election will be the following week. The nominee must be at the meeting. A general election will be held to fill the vacant position. The resigning officer must train the newly elected officer.

Section 3: Officer Transition- Elections will be held a minimum of four weeks before the last meeting of the semester so that the current officers can train the newly elected officers. The new officers will be introduced to the Activities and Program Staff, required to review policies and procedures, take part in planning the next year's events, and will be given any other relevant information necessary for a smooth transition.

- XIII. **Meetings:** General meetings will be biweekly, officer meetings will be weekly, meetings with advisor will be on an as-needed basis.
- XIV. **Dues:** Dues will be determined each year by the executive board and will be collected by the treasurer. The policies, activities, and finance are subject to the majority of the voting membership.
- XV. **By-Laws:** By-laws may be created to more effectively enforce policies. A 2/3 majority of the organization is required for by-laws to take effect.
- XVI. **Procedures for decision making-** The executive board will make all decisions by a simple majority vote; however, if significant opposition is expressed by a 2/3 majority vote, the decision will be overturned.
- XVII. **Establishment of Committees-** Committees will be established on an as-needed basis. An executive board member will preside over the committee.
- XVIII. **Selection of an Advisor-** The advisor must be a full time professional faculty or staff person. The advisor needs only to offer advice should it be needed.
- XIX. **Disbursal of organization assets should the group become defunct:** The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XX. **The minimum number of members who have to be present at a meeting is fifty percent of the membership. At least five officers must be present at executive meetings.**
- XXI. **Ratifying the constitution:** Approval of changes to the constitution requires a majority vote of the executive board and approval from the Activities and Programs Office.
- XXII. **Amending the constitution:** adding articles/sections to the constitution requires a two-thirds vote of the executive board and two weeks advance notice to all members, who can move