

The Constitution of HAVEN

Preamble

"We, the students at the University of Delaware, do hereby form the organization known as HAVEN for the purpose of providing a safe environment for people of all sexual orientations and genders.

Articles

The articles should contain:

I. **Name** - The name of the group will be HAVEN.

II. **Purpose** –

The purpose of HAVEN can be divided into four categories: educational, political, supportive, and social. HAVEN will work to educate Lesbian, Gay, Bisexual, Transgender (LGBT), as well as heterosexual people on issues relevant to the LGBT community. The social and emotional support of LGBT people as well as their friends, allies, lovers, and relatives is key to building a stronger community. HAVEN will also be charged with promoting the civil rights of LGBT people on and off campus but primarily within the University of Delaware community.

III. **Membership** –

Section 1: Official membership is open to all full time matriculated undergraduate students of the University of Delaware.

Section 2: Membership is not contingent upon race, color, gender, religion, ancestry, national origin, sexual orientation, veteran status, age, disability, or creed.

Section 3: Members who attend one third of all general meetings shall have voting rights. If a member does not have voting rights, the individual can petition the board to attain them.

Section 4. 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 status, disability, or sexual orientation.

Section 5. Non-voting or representing membership – People who are alumni, *or* graduate students, faculty or community members may attend meetings but they will not be able to vote in any group election or hold office.

IV. **Officers** –

The officers must be full time undergraduates of the University of Delaware. The term of office is one full academic year. Election shall take place at the end of the spring semester of each academic year or as necessary to fill a position. During the summer, the outgoing board will assist the incoming in their

respective duties. There shall be a minimum of four officers in HAVEN (President, Vice President, Treasurer, and Secretary) at all times but additional officers may be created as needed.

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 (RSO) 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.

Duties shall also include disseminating information and acting as a liaison to administration, faculty, and staff or designating that responsibility to another board member. The President may also create committees and delegate responsibility to officers, members, and committees, and if the need should arise will vote to break a tie.

Section 2: Vice-President - The Vice-President shall provide support for the President and serve the role of President if the President is absent, unable to serve, or resigns. The Vice President should also be responsible for checking the organizations mailbox, reserving rooms, planning Friday Night Live and for disseminating information about other activities offered by the other RSO's and business promotions.

Section 3: Treasurer – The Treasurer shall be responsible for all group expenditures and revenues and maintain all group ledgers. The Treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

Section 4: Secretary – The secretary shall: maintain the non-financial records of HAVEN, take minutes of the meetings and make them available prior to the next meeting, maintain HAVEN mailing list, coordinate the publication of a newsletter at regular intervals (if one is devised), conduct elections and compile a confidential list of members for purposes of maintaining fair elections. Duties may be delegated to other members.

Section 5: Publicity Chair shall be responsible for the public relations and advertising of HAVEN, will runs committee meetings and oversees publication of the newsletter (if devised), will respond to public inquiry, will maintain the bulletin board.

Section 6: Education Chair shall be responsible for scheduling and coordinating awareness programs, recruiting panel members, and communicating with program requestors; shall be responsible for organizing training sessions, updating program content and format as necessary; works with other university offices and student organizations to coordinate programming and exchange ideas and resources.

Section 7: Social Chair shall organize social events and activities, such as icebreakers for meetings, on and off campus social gatherings, and providing one social event per month.

Section 8: Political Chair shall be responsible for updating the group on issues of public policy, federal, state, or local law as well as University of Delaware practices or policies that pertains to the LGBT community. Shall act as liaison for applicable LGBT groups and plan at least one political event each semester.

Section 9: Qualifications for Officers - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware and must attend all board and general membership meetings. The board must be told of an absence within four hours of said meeting. If a board member misses three consecutive meetings they are subject to dismissal upon a consensus vote of the board.

Section 10: Election of Officers - The election of officers will be held annually. The elections will take place during the spring semester. Candidates have to be nominated, and then the group members will vote by secret ballot. The candidate who receives the majority vote for any one position will win the election. If a candidate is elected to more than one office then that candidate shall choose their preferred office. The vacant office will be filled by the runner up. In the case that a board member is no longer able to perform their described duties, an election will be held to fill that position.

- V **Meetings** - Meetings will be held once a week while school is in regular session, and there will be separate board and general meetings. It will be up to the elected board members if meetings will occur during winter and summer sessions.
- VI **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.
- VII **Organization Termination** - In order for the group to be terminated there must be a two-thirds vote of the entire general membership.
- VIII **Constitutional Process** - At least 50% of the members must be present in order to vote on Constitutional Amendments. All proposed changes to the amendments will first require two weeks of debate, and will require (2/3) majority vote in order to pass.

President x Alexander Cambargo Date 4-25-04
Adviser x _____ Date _____ M/S
Program Coordinator x Johnson Date 6/4/04

APPROVED
Associate Director
Activities & Programs