

Preamble:

We students at the University of Delaware form the organization known as "Heart to Art" in order to offer others the opportunity to create gifts/crafts for personal and community giving.

Articles:**I. Name of the Group: Heart to Art**

II. Object of the Organization: Heart to Art plans on giving students an opportunity to create crafts/homemade gifts for personal, as well as community giving. Students will be provided with any necessary art supplies to create art/crafts/gifts from cards to jewelry boxes or even stuffed animals. Gifts can be made for a student's own loved ones, or donated to local community centers/children's hospitals/nursing homes/etc. Students not participating in the club can also commission club members for smaller gifts/tokens of appreciation (ex. Paper/homemade rose on Valentine's Day); funds earned from commissions will either go to purchasing more materials, or to charity. We'd like to use our funds to purchase those art supplies, and also to create on-campus holiday functions (ex. Valentine's Day specific, or Mother's Day specific crafts). Students are welcome to make craft/gift suggestions, as well as requests for certain materials needed (within reason).

III. Qualification/Criteria for Selecting Membership: Full time, matriculated undergraduate students attending the University of Delaware who enjoy making crafts and gift giving are welcome to join. Restrictions on the size of the group are under the discretion of current officers, and may be put into effect at any time.

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/Privileges of Memberships: Members are provided with any craft materials (within reason) needed to make their projects. Meetings are held twice a month; to be considered as an active member, one should attend at least half of the meetings per semester. There are monthly-craft themes that members can take advantage of to learn new hobbies/activities (such as knitting, sewing, candle making, etc), as well as holiday-themed meetings in which members are provided with holiday-themed materials. Every semester, Heart to Art will choose an institution to donate certain amount of items to -- members who volunteer to give their creations/works to these institutions can use the club-time spent making those creations/works as volunteer hours. Depending on financial circumstances, members may be asked to pay dues; however, if dues are not requested by the end of the club's first active month, members are not required to pay. All active members have the right to vote in club elections, as well as project selection.

VI. Other Types of Non-Voting or Representing Membership: Part time or graduate students, alumni, community or honorary members may not vote, hold office, count towards the group's membership, or have any influence upon decision making of the organization. Any and all are welcome to attend, though!

VII. Absence Policies: Should a member fail to attend at least half of the meetings held in a semester, he or she will not be considered an active member of the club, and will forfeit voting rights for club election/project selection.

VIII. Policies/Procedures for Disciplining/Removing Members: If a member fails to cooperate or contribute to the mission of the group, or is disruptive and disrespectful to meetings and members, he or she will be removed from the organization.

IX. Qualifications for Officers: All Officers MUST be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.5. Potential officers should be able to complete a full academic calendar year (i.e. no second semester seniors, semester abroad students).

X. Officers

Section 1: President – The President calls and runs meetings; he or she also handles day to day affairs. The President is responsible for the registration of the RSO and all required paperwork for the continuation of the organization, and also helps appoint all standing and special committees. The President is also directly involved with all financial transactions, and oversees/works with the Treasurer to maintain funds. He or she also maintains the membership list and email database. It is preferable that the President has served on an executive board for at least a semester.

Section 2: Treasurer – The Treasurer is responsible for all group expenditures and revenues; he or she writes all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. He or she also maintains all group ledgers. Treasurers are responsible for requesting funds from the allocation board. The Treasurer should also report any transactions to the President.

Section 3: Vice-President – The VP works closely with the President to fulfill the duties above. VPs also serve the role of President, should the President ever be absent, unable to serve duties, or if the President resigns. The VP is also responsible for typical Secretarial duties, including taking group attendance, maintaining meeting minutes, and checking the organization's mailbox.

Section 4: Webmaster – The Webmaster is responsible for monthly (or even weekly) upkeep of Heart to Art's web site; he or she also oversees commission requests and reports them to the executive board. The website should be updated AT LEAST after each meeting with minutes, upcoming events, and a craft-of-the-month.

XI. Election of Officers: Elections will be held at the end of each Spring Semester. Active members have the eligibility to vote, and may also nominate each other for open positions. Votes are taken by secret ballot. Should there be a tie, the President(s) will appoint the member most fit for the position in question.

Section 1: Procedure for Disciplining/Removal of Officers: Officers must attend 2/3 of the total meetings per semester in order to maintain their positions; they must also attend 2/3 of executive board meetings. If an Officer fails to do so, he or she will be given 2 warnings before they are stripped of their title. Once a vacant position is open, the President(s) will announce the opening to the rest of the club and hold nominations/votes for a new candidate.

Section 2: Resignations: If an Officer would like to resign for whatever reason, he or she should first send an email notification to the President(s) explaining his or her situation; then, he or she should meet with the President(s) in order to confirm and finalize the resignation. Once a vacant position is open, the President(s) will announce the opening to the rest of the club and hold nominations/votes for a new candidate.

Section 3: Officer Transitions: Newly appointed Officers will undergo Officer-training, which involves an introduction to the Activities & Programs Office staff, a review of policies and procedures, passing along of important information, planning the next year's events; he or she will also learn how to organize/order materials necessary for the club.

XII. Meetings: Meetings will be held every other week (so around twice a month). The Executive Board will meet after normal meetings for about 30 minutes to an hour to discuss any club issues or new ideas. The Executive Board will also meet with the advisor once a month.

XIII. Dues: Dues will only be collected if necessary for extra supplies and club functions; the Executive Board should determine whether or not dues are needed (check club attendance/membership to figure out the quantity of materials needed) before the end of the first month of the club's activity. They must then notify all active members of the dues, and how much they will be (at the Executive Board's discretion).

XIV. By-Laws: To approve by-laws or changes in existing by-laws, a 2/3 vote of the entire organization is necessary.

XV. Procedures for Decision Making: Look to the rules contained in Robert's 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.

XVI. Selection of Advisor: The advisor must be a full-time professional faculty or staff person; generally, an advisor with an interest in the club's affairs is recommended. Advisors can be as involved or not involved as they like, but are responsible for guiding the Executive Board in decision-making processes, or whenever they require assistance.

XVII. Disbursal of Organizational Assets Should the Group Become Defunct: The University of Delaware shall inherit the assets of any RSO should the group become defunct.

XVIII. Define a Quorum: In order for general meetings to commence, 50% of members should be present; in order for Executive meetings to commence, 75% of Officers should be present.

XIX. Rules of 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.

XX. 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: Melody Yoo (signed electronically)

Co-President: Stephanie Seabury (signed electronically)

Activities & Programs Staff: _____

Date: Friday, September 10, 2010