

Constitution of Heifer International at UD

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Heifer International at UD for the purpose of raising awareness and resources to end hunger and poverty in underdeveloped areas through sustainable solutions.

Articles

I. Name of the group - The organization shall be known as Heifer International at UD.

II. Object of the organization – Heifer International at UD is a broad awareness-raising group working to end hunger and poverty in underdeveloped areas. To combat these problems, we are interested in sustainable solutions that will have lasting effects. Beyond raising awareness through regular club meetings, we will hold unique fundraisers that will engage and inform local members of the community with the intention of raising money for the cause.

III. Affiliation with any other group (if applicable) – We are affiliated with Heifer International, our parent organization, a global initiative to end world hunger and poverty through sustainable means.

IV. Qualification/Criteria for selecting membership - Full time, matriculated undergraduate students at the University of Delaware are eligible for membership.

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. Duties and privileges of membership – Members are required to attend two meetings per semester. Privileges include official membership and an active voice within the club, which can influence fundraising ideas, goals and group direction.

VII. List other types of non-voting or representing membership – There are no qualifications or duties for non-official members. Despite their lack of duties or privileges, we encourage outside advice and suggestions so that our organization can improve.

VIII. Absence Policies – If one does not meet the membership requirement of attending two meetings in a semester, one cannot claim to be a member. However, one may become a member again at any point if they attend at least 2 meetings.

IX. Policies and Procedures for Disciplining/Removing members- Should a problem arise with a member that is contrarian to the organization's goals or generally inflammatory, we would give them a chance to reform before requesting that they leave.

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.

XI. Officers

- a. **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 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. The president will help to appoint all standing and special committees. Aside from special circumstances as agreed upon by the committee, the president must be a member who has already served on the executive board for at least a year. A key duty of the President will be the organization and overseeing of on-campus activities, including meetings and fundraising events.

- b. **Section 2: 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. The Treasurer is responsible for making donations to Heifer International on behalf of the club.
- c. **Section 3: The Vice-President** - The Vice-President shall work closely with the President to assist in the organization and oversight of on-campus activities. 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 for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.
- d. **Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The Secretary is responsible for making the minutes readily available to group members. 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.

XII. Election of Officers – Elections will be held through secret ballots. Candidates will be nominated by current officers. All members present are eligible to vote and members will be notified of elections. In the event of tie, the President, Vice-President and Secretary will make the final vote. Officers assume their new role at the beginning of the Fall semester. Elections will be held in the second week of April.

- a. **Section 1: Procedure for Disciplining/Removal of Officers** – Those differing from Heifer International’s goals and ideals, while also failing to satisfy club requirements, will be given a notice of charges, the right to a fair hearing, and the right to appeal. A fair hearing is one held before all other eligible officers. Officers vote at the hearing with a show of hands and in the event of a tie, the President is the final arbiter. The vacant position will be filled through a general election.
- b. **Section 2: Resignations** – An officer may resign whenever when they please, but the resigning officer must attend one meeting post-resignation to allow for enough time to fill their position.
- c. **Section 3: Officer Transition** – Newly elected officers are expected to read the Constitution, all relevant Heifer literature, and will receive formal training from their predecessor during a meeting. Informally, any questions or concerns they have will be answered by their predecessors.

XIII. Meetings - Meetings will be held once every three weeks. Meetings called outside the three week schedule will be called by officers and members will be notified. Executive board meetings will be held twice a month.

XIV. Dues – No dues will be collected.

XV. By-laws – By-laws will be agreed upon with a simple majority among the club members present. If there is a tie, officers will vote. If there is a tie among the officers, the President will make the final decision.

XVI. Procedures for Decision Making – The club will be run in an informal but civilized manner in which relevant points of discussions will be raised without the formality Robert's Rules of Order.

XVII. Establishment of Committees - Committees will be established as needed to aid in the organization of an event. They will be approved by officers.

XVII. Selection of an Advisor – The advisor will be chosen by the President and Vice-President. Qualifications, other than being a full-time faculty or staff member, include interest in the organization and/or relevant academic qualifications. We look for both in our preferred advisor. The advisor's duties are to occasionally attend meetings and events and to provide assistance in networking and acquiring university resources.

XIX. 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.

XX. Define a quorum – 30% of club members and at least two officers (one of which must be the President or Vice-President) must be present at a general meeting. A minimum of two officers must be present for an executive meeting, one of which must be the President or Vice-President.

XXI. Rules for Ratifying the Constitution – Approval of changes to the constitution requires a simple majority among the executive board.

XXII. Rules for amending the Constitution – Adding articles/sections to the constitution requires a 2/3 vote by all members present and the executive board.

President: David [Signature] 12/1/2011

Vice President: Elizabeth Haey 12/1/2011

Treasurer: Jessica Rulston 12/1/2011

Secretary: Erinne Fulk 12/1/2011