

Humanitarian Hospitality Society Constitution

February 15, 2006

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Humanitarian Hospitality Society for the purpose of creating volunteer opportunities to address community needs, help students realize their civic duty, and help to integrate hospitality into the society around the university.

Articles

- I. Name of the group - The organization shall be known as the Humanitarian Hospitality Society.
- II. Object of the organization – To facilitate University of Delaware student service learning goals by finding volunteer opportunities to aid the community, helping students to develop a sense of their civic duty, and helping to integrate hospitality into the community in and around the university.
- III. Qualification/Criteria for selecting membership – Open to all full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and objectives of this organization, though the group will be especially marketed to students from the Hotel, Restaurant and Institutional Management Department, which is its home. Meetings are open to anyone interested in becoming involved, but to become a member one must pay annual dues and attend a minimum of four meetings per semester.
- 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, disability status, or sexual orientation.
- V. Duties and privileges of membership – Membership entails payment of \$10 annual dues and attendance at a minimum of four meetings per semester. All members are allowed to vote if they are present at meetings during which voting takes place. All members and prospective members are encouraged to participate in any volunteer opportunities offered.
- VI. Other types of membership – Meetings are open to all students, members of the community, and others who support the group mission, though only members can participate in group votes and contribute to group decisions.
- VII. Absence Policies – To attain membership, four meetings must be attended each semester. Should a student fail to reach that requirement, they will be allowed to attend meetings and volunteer with the group as a nonmember.

Should they later fulfill membership requirements, they can become a fulltime member again.

- VIII. Policies and Procedures for Disciplining/Removing members-A member would only be removed from the organization should he or she act in such a way to compromise the integrity of the organization and/or the university.
- IX. Qualifications for Officers - All officers and/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). Officers need to have been members of the organization for one semester prior to their election.
- X. 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. (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. Presidents are suggested to have at least one year of experience on the executive board.
 - b. 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 for disseminating information about activities offered by the other Registered Student Organizations and business promotions.
 - c. 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 RSO Allocation Board.
 - 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 shall take attendance of those present at group meetings. The Secretary shall also work with organization's historian in passing 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.

- e. **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.
 - f. **Section 6: Webmaster** –The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.
 - g. **Section 7: Historian**- The Historian shall be responsible for keeping visual records of all volunteer and fundraising events. These records shall be kept in a hard copy and saved on a computer file to be passed onto further generations.
- XI. **Election of Officers** – Elections will be held in April or May of each year, at least three weeks prior to the end of spring semester. All candidates must submit a prepared, written statement of their intention to run for office at least one week prior to elections. ~~The~~ all officers will be selected by ballot vote of all members present at the meeting when elections take place. Should there be a tie, the existing officers will make tie-break decisions. It is highly recommended that those members running for President or Vice President already have served as an officer on the board.
- a. **Section 1: Procedure for Disciplining/Removal of Officers** - Grounds and conditions for removal include a notice of charges, a right to a fair hearing, the right to appeal, and a vote by all members present at the meeting when such a vote takes place. Existing officers can fill the newly vacant position if they wish to do so and members can apply for any remaining open position(s) through the same process as used for general elections.
 - b. **Section 2: Resignations**- An officer resignation should be submitted to the group of existing officers and will remain in office for two weeks after his/her resignation. The vacant position will be filled by existing officers if they wish to do so and all remaining open position(s) will be filled through a vote under the same guidelines as followed in the general election.
 - c. **Section 3: Officer Transition** – Elections should be held at least three weeks prior to the last day of classes in the spring semester during which time newly elected officers will shadow the existing officer in the corresponding position. The organization will keep an organized notebook containing the constitution, general procedures, position descriptions containing all responsibilities and duties, and the group’s history, including summaries of all events and projects. Newly elected officers will familiarize themselves with this material during their three weeks of

shadowing and training. Presidents from previous semesters and/or years are strongly encouraged to remain active and attend executive board meetings, as are all previous officers.

- XII. Meetings – There will generally be two group meetings per month, one every other week, while the executive board will meet weekly and for 15 minutes prior to each group meeting, unless a meeting is deemed unnecessary.
- XIII. Dues – Dues amounting to \$10.00 per student per year will be collected and recorded by the treasurer at the beginning of each fall semester. They must be paid by cash or check. If a member does not pay dues, they will not be considered a member for that year, however will still be able to participate and attend meetings. The policies, activities, and finances of the organization are subject to the control of the majority of its voting membership.
- XIV. By-Laws - The organization shall establish by-laws to carry out the policies set forth in this constitution. A simple majority of all members present is required to approve by-laws or changes in existing by-laws.
- XV. 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.
- XVI. Establishment of Committees – Should the need to establish any new committee arise, a simple majority of all members present is necessary to establish a new committee. The head of the committee will be voted on by all members present once all candidates have prepared a written statement of their intent to run for office. The committee chair and all committee members will then formally document the duties of the committee and committee chair.
- XVII. Selection of an Advisor – At least one advisor must be a full time faculty member. The assistance and support of an additional staff person, alumni sponsor, or on-campus employee, preferably from the ARAMARK Corporation, is also strongly encouraged. New advisors will be chosen by a simple majority of all members present and more than one new advisor can be selected. Advisors will be invited to attend all meetings and are strongly encouraged to attend at least one group or executive board meeting monthly. Advisors will offer advice and help find volunteer events and opportunities for the group. The student organization has the right to change their advisor at any time.
- XVIII. 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.
- XIX. Defining a quorum – A minimum of 50% plus one of all group members must be present at group meetings to conduct business and make decisions. At

executive board meetings, a quorum of 50% is also necessary to conduct meetings.

XX. Rules for Ratifying the Constitution – Approval of changes to the constitution requires a simple majority vote of all members present and approval by the Activities and Programs Office.

XXI. Rules for Amending the Constitution – Adding articles/sections to the constitution requires a simple majority of all members present and advance notice to all members of the proposed change.

Signatures: *See Attached*

President: _____

Vice President: _____

Activities & Programs Staff: _____

Date: _____

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Signatures:

President: Laura Keen

Vice President: Aubrey Proctor

Activities & Programs Staff: [Signature]

Date: 3/17/08