

**STUDENT CENTERS ACTIVITIES & PROGRAMS  
REGISTERED STUDENT ORGANIZATIONS**

**“IL CIRCOLO ITALIANO”  
14 APRIL, 2003**

**PREAMBLE:** "We, the students at the University of Delaware, do hereby form the organization known as "Il Circolo Italiano" for the purpose of recognizing and continuing an interest in, and a deeper understanding of, Italian and the Italian culture. We aim to fulfill our goals by scheduling frequent events and trips to further encourage an interest and understanding of Italy and it's culture.

**ARTICLES:**

**I. Name of the group-The organization shall be known as "Il Circolo Italiano".**

**II. Object of the organization-The object of Il Circolo Italiano is to organize and plan activities which will further enhance knowledge and appreciation of the Italian language and culture. We will hold frequent meetings to fulfill our objectives.**

**III. Affiliation with any other group-There is no affiliation with any other group.**

**IV. Qualification/Criteria for selecting membership- The qualifications/criteria for selecting membership will be as follows; The members must attend at least one meeting and one activity/trip per semester. All members are to be included in the planning of activities and all thoughts and ideas will be recognized. To be included in both the trips and the meetings, the student must be a full time, undergraduate student. There will be no fees or dues, but some of the excursions might require an "activity fee".**

**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 of "Il Circolo Italiano" will have privileges such as being able to attend every trip, and event, and will have the opportunities to run and/or vote for an office.**

**VII. List other types of non-voting or representing membership Graduate students are welcome to attend meetings and activities but do not have voting privileges. The same applies to alumni and former advisors.**

**VIII. Absence Policies** If a person who has committed to an activity fails to show up, they will be held responsible for their portion of the cost (if any) for that specific activity. In addition, a person who does not attend at least 1 meeting and 1 activity per semester, will no longer be considered a member of "Il Circolo Italiano". An officer who does not attend every possible event and activity and ALL necessary "executive meetings" will be stripped of their title.

**IX. Policies and Procedures for Disciplining/Removing members-** Inappropriate behavior at meetings and/or trips will not be tolerated. If this behavior is exhibited at any time, that particular person will be asked to leave the club for the remainder of the semester.

#### **X. Officers**

**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 the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office and will help to appoint all standing and special committees.**

**Section 2: Vice-President - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, 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. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office.**

**Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization 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 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 as necessary. The Secretary will also serve as the organizations historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary should also maintain the membership list and email database, and will notify those on the membership list (through email) about upcoming events and/or trips.**

**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, and submitting press releases to the appropriate media. The Public Relations Chair may also be responsible for submitting any articles and/or pictures to the school newspaper for publication. In addition, the Public Relations Chair shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.**

**Section 7: Qualifications for Officers - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware. In addition, any potential officer must be able to complete a full calendar year (i.e. no second semester seniors).**

**Section 8: Elections for officers (i.e. with a September starting date) will be held in the spring of each year, for the upcoming school year. Officers will be chosen in the spring and will take office in the following fall. Nominations will be conducted by a verbal nomination and another person must second this nomination. After nominations are taken, the ballot will be made and voting will take place at the next meeting. Elections will take place by a secret ballot and the votes will be tallied and announced by the acting advisor. If there is a tie, more members will be urged to attend the next meeting where there will be another vote (only if there are more members to do so). The vote will be postponed until there is at least one more person/member to serve as the tiebreaker. If there is a vacancy, the position will be filled on a volunteer basis (a secret ballot will be used if there are multiple interests in the vacant position). A person may be**

**elected to be in a position for more than one year. The advisor has every right to remove an officer from a position, if he or she deem it necessary.**

**Section 9: Likewise for officers, inappropriate behavior at meetings and/or trips will not be tolerated. If this behavior is exhibited at any time, that particular person will be asked to leave the club for the remainder of the semester. In addition, If an officer fails to complete their duties, the remaining officers may hold a meeting to inform the other officer of their lack of responsibilities and commitment. If the behavior of the officer does not approve, the remaining members of the committee have the right to dismiss this officer-ONLY after having a meeting and discussion with the acting advisor.**

**Section 10: If a person choses to resign, they may, but they must give the club at least two weeks notice.**

**Section 11: Officers will be elected in the spring semester for the upcoming school year. A spring election will take place in early April and a detailed orientation will follow. Officers will be expected to contribute to the club, throughout the summer.**

**XI: Meetings-"Il Circolo Italiano" will have at least two meeting every month, at varying places around, or near campus. Examples of locations include Trabant Student Center, Perkins Student Center, or various pizza, coffee and/or restaurants on Main Street. Members will be reminded of meetings and/or cancellations through emails. The advisor is invited to attend all meetings and will only be required to attend when it is deemed necessary.**

**XII: Dues (If appropriate)-There will be no dues for "Il Circolo Italiano" but might be some occasional activity fees.**

**XIII: By-Laws The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote is generally required to approve by-laws or changes in existing by-laws, and this vote will be done roughly a month into the fall semester.**

**XIV: Procedures for decision-making-**

**XV: Establishment of Committees-There will be not committees in "Il Circolo Italiano", just an advisory board.**

**XVI: Establishment of Committees-The advisor will be chosen on a volunteer basis.**

**XVII: 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.**

**XVIII: Define a quorum-"Il Circolo Italiano" must have either the President and/or Vice President present at a meeting in order for business to be conducted legally. In addition, it is also required that at least 25% of the members be present for a meeting to be carried on, therefore protecting against the possibility that a small number of individuals within an organization might get together and transact business in an under representative way.**

**XIX: Rules for Ratifying the Constitution-Rules for Ratifying the Constitution require a 2/3 vote of the organization and approval by the Activities and Programs Office.**

**XX: Rules for amending the Constitution-Rules for amending the Constitution require a 2/3 vote of the entire membership and advance notice to all members of the proposed change.**

**XXI: Signatures:**

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**Organizational President**

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**Adviser**

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**Program Coordinator for Leadership Development.**