

LBO CONSTITUTION

We, the students of the University of Delaware, in the Visual Communications Department, unite to form "Let's Blast Off" (LBO), so that we might support each other through this creative awakening and make the experience more fun.

I. Name of the group – Let's Blast Off (LBO)

II. Objective of the organization – This group was created to generate activities and events for the students in the Visual Communication major. Depending on the year, these activities are subject to change.

There are some fundamental functions the group serves such as:

- 1- To unite students in the Visual Communications major.
- 2- Provide support on areas of design, inspiration, and working practices.
- 3- To create events and activities that increase Visual Communications moral, such as contests, game nights, movies nights, ect.

III. Qualification/Criteria for selecting membership –

Members must be part of the visual communications, unless a special exception is given.

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 and privileges of membership - Members are allowed to attend LBO events. They are also allowed to attend any executive board meetings, run for office, and vote in elections, as long as they have attended one LBO event.

VI. Policies and Procedures for Removing Officers of the Executive Board – A unanimous (not including the person in question) executive board vote can ban anyone from being able to attend events and participate in the organization. Behavior that may be ground for removal would be: Intentionally sabotaging an event, acting in a way that degrades or devalues other members, intentionally excluding members from an event, or any other behavior that would hinder LBO goals.

Executive Board Positions

Section 1: President - This organization shall have a President with the duties of calling and running meetings. The President will be in charge of making sure that meetings are productive and last as long as they are schedule for. The President shall be responsible for the registration of the Registered Student Organization. The President

will be in charge of communicating with the RSO office. The President will help run and organize the election, as well as nominate officers.

Section 2: Treasurer - The Treasurer shall be responsible for approving and recording all of LBO's spending, in conjunction with the President. 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 make sure that LBO does not exceed its budget, and keep the Executive Board posted on what the money situation is. The treasurer is also responsible for requesting funds from the allocation board.

Section 3: Scribe - The Scribe shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The scribe will also handle any paper work that must be filled out for the RSO office.

Section 5: Public Relations Officer- The Public Relations Officer 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.

VII. Election of Officers – There will be one election held at the beginning of Spring Semester. Anyone can run for any office. All that is required is that the person must show up on the Election Day and nominate himself or herself. If you are unable to attend but would still like to run for office, you must get permission from the president and send someone in your place to the election. Anyone who is part of LBO can come and vote, as long as you have attended one event in that LBO has put on. Ballot will be on a piece of paper. The will be collected and counted by the old president or treasurer. In the event of a tie, there will be a revote, with only the two who tied are being voted for. If someone is running unopposed, no vote is necessary. There will only be a vote for the positions listed above. To just be an officer on the Executive Board, without a title, you just have to show up to the election and request to be on. The only job will be to go to Executive Board meetings and participate in whatever they are discussing, as well as help with any jobs that you agree to help with. There can be as many officers as there are people interested.

Section 1: Attendance – To be an officer, you cannot miss more than three meetings a semester, or two in a row. This applies to all officers, even the one without a specific title.

Section 2: Procedure for Disciplining/Removal of Officers – Only with a unanimous vote from the Executive Board can an officer be removed of their title (the person who is in question can not vote). Behavior that may be grounds for removal would be: Intentionally sabotaging an event, acting in a way that degrades or devalues other members, intentionally excluding members from an event, not fulfilling on the responsibilities of the position repeatedly, or any other behavior that would hinder LBO goals.

Section 3: Resignations- Resignations should occur when an officer feels they can no longer fulfill on the requirements of the position. If the president or treasure resigns, there is a revote. Anyone else who resigns can hand their position over to someone they think is fit and is also willing. If the person resigning does not hand it over to anyone, then anyone can volunteer for the position. If more than one person volunteers, then it will go to a vote, using a show of hands.

VIII. Meetings – Meeting will be held by the Executive Board at least once a month. The meetings will be used to discuss what events and activities LBO wants to have, and the meetings will be used to make a plan for how this will get done. Officers will agree to what tasks they will take on, and then discuss how it is going at the next meeting.

IX. **Selection of an Advisor** –The advisor will remain the same until either the Executive Board decides it is necessary to change or the Advisor does not wish to continue. Then the Executive Board will nominate other faculty and it will be put to a vote. Raising of hands will decide the voting.

X. **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.

XI. **Meeting Limit-** The minimum number of Executive Board members that must be present to make a decision on the spending of funds is three.

XII. **Rules for 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.

XIII. **Rules for amending the Constitution** – Adding articles/sections to the constitution requires a 2/3 vote of the executive board.

Signatures:

President: 

Vice President: 

Activities & Programs Staff: _____

Date: __4/8/2010__