

## **Livestock Judging Club at the University of Delaware Constitution**

### **Preamble**

"We, the students at the University of Delaware, do hereby form the organization known as the Livestock Judging Club for the purpose of providing students with a quality social and educational place and group to learn all about livestock judging and general knowledge of the various livestock industries, as well as the chance to apply their knowledge in competition and events related to livestock judging

### **Articles**

**I. Name of the group** – The organization shall be known as the Livestock Judging Club at the University of Delaware.

**II. Object of the organization** – The Livestock Judging Club will give its members the opportunity to learn all about livestock judging and its associated industries through the use of classroom learning and hand-on learning. The group will organize trips to local livestock producers for members to utilize their knowledge about how to select a quality animal. The group will invite speakers to present to class about their experience in the livestock industry. Field trips and social events will be included as well to sustain the social aspect of the club. Members will be provided with handouts, power points and a variety of educational tools to help them learn about judging livestock. Also, the group will provide members with the chance to compete in various livestock judging competitions to test the knowledge they have learned and give them the opportunity to be rewarded for their efforts.

**III. Qualification/Criteria for selecting membership** – Members must be full time matriculated undergraduate students at the University of Delaware who agree with the purpose and object of the group. In order to be an active member, students must pay dues, attend at least three (3) general meetings per semester, participate in at least one (1) fundraising event and be present for at least two (2) farm visits or field trips. Students must also participate in competitions. Students must also be in good standing with the university. Failure to uphold these requirements will result in loss of membership.

**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,

**V. Duties and privileges of membership** – In order to be an active member, students must pay dues, attend at least three (3) general meetings per semester, participate in at least one (1) fundraising event and be present for at least two (2) farm visits or field trips. Students must also participate in competitions. Students must also be in good standing with the university. Failure to uphold these requirements will result in loss of membership. By fulfilling these requirements members will receive awards and gifts for their efforts in competitions as well as lowered costs for social trips and events.

**VI. List other types of non-voting or representing membership** – Part time and graduate students are permitted to attend meetings and non-competition events but do not hold voting rights. Alumni and community members can also attend meetings and observe events/competitions but do not hold voting rights. Honorary members will be chosen by the executive board and can attend meetings and events but do not hold voting rights. Any

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 should also be responsible for overseeing all committees in conjunction with the President. The Vice President shall also be responsible for public relations. The Vice President will be responsible for the promotion of the group and events (which would include making posters, flyers, brochures, press releases to the appropriate media and events designed to recruit members and promote the organization). The Vice President shall have all public relations tools approved by the executive board. The Vice President will work with the Historian/Webmaster to ensure the club's website is appropriately updated and current.

- **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 almost email all members the minutes of the meetings and notify all members of upcoming meetings and events. The Secretary shall take attendance of those present at group meetings and events as necessary. The Secretary shall also maintain a membership list as well as email database. The Secretary will work in conjunction with the Historian/Webmaster to post upcoming events and meetings as well as keep an accurate record of the clubs activities from year to year.
- **Section 6: Historian/Webmaster** - The Historian/Webmaster shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board. The Historian/Webmaster shall also be responsible for developing the club scrapbook of memorabilia to record the club's history. The Historian/Webmaster shall keep a record of all members in the media as well as document events and activities through photography.

All officers on the executive board will work together to ensure the club is run in a cohesive and democratic manor. All officers are responsible for keeping meetings and events under control and productive. Officers shall be required to attend all meetings and events unless a written excuse is provided and the entire executive board agrees on excusing said officer from a meeting or event.

**XI. Election of Officers** – Elections for new officers shall be held the second week in April of the spring semester of the school year. Elections shall be held once a year. Elections will be held at a regular meeting as long as quorum is in attendance. Elections will take place by show of hands. The candidate with the majority vote will be chosen for office. Officer candidates must be nominated for office by a fellow club member and accept said nomination. Nominations will take place one (1) meeting before elections and can be emailed to the current secretary who will keep a record of all nominated candidates. Officer candidates will have the opportunity at the meeting of elections to give a short speech as to why they feel they should be elected to office. Candidates will then be asked to leave the room for voting. All active members (as described in Section III) who are in attendance at elections are eligible to vote. In the case of a tie, the current officer team will discuss the two candidates and vote on which candidate should take office. New officers will assume the role after they complete a training session with the former office team.

**Section 1: Procedure for Disciplining/Removal of Officers** – Officers will be removed from office for failure to perform their duties, violating university conduct regulations or inappropriate behavior for an officer. The officer in question will be notified of their charges by the President. Upon the officers request they will receive a fair hearing in front of the club. Members will vote on the matter with the majority of the groups vote needed to remove the officer from office. Said officer has the right to appeal the decision of the trial. If an officer is removed from office, members of the club can nominate themselves for the vacant office. Election of the new officer shall be performed the same as yearly elections (membership voting). This election should occur one meeting after the removal of the former office. If an officer requires disciplining, the advisor and executive board will meet to notify the officer of their charges. The officer board and advisor will then discuss and vote on the appropriate discipline for the office. This discipline can be anything from suspension of activities to suspension of their office. Once an officer has received this discipline it is final (no appeal).

**Section 2: Resignations-** If an officer wishes to resign from office, said officer must provide a letter of recognition and present it before the club membership explaining why they can no longer fulfill the requirements of their office. Once the office is vacant, members of the club can nominate themselves for the vacant office. Election of the new officer shall be performed the same as yearly elections (membership voting). This election should occur one meeting after the official resignation of the former office.

**Section 3: Officer Transition** – Upon election into office, new officers will be required to attend a training session with the former officers to review their duties as well as any information that will be essential to the running of the club. First, new officers will be introduced to the Activities and Programs Office and staff and shown the specifics of who each officer will be responsible to communicate with in order to fulfill their duties. Officers will then receive a binder with all materials pertaining to the club and their office. During training officers will review the policies and procedures and receive an important information that will help them in their success. Former officers will host the training and include team building and communications activities. New officers will then have time to begin planning the upcoming year's events.

XII. **Meetings** – General club meetings will be held twice a month, alternating weeks. General meetings will be announced at the beginning of the year as well as through reminders emailed by the Secretary. On non-meeting week, the club will hold farm visits, speakers, judging trips and other events. Events can be held outside of these dates as well. The executive board will meet at least twice a month and whenever required for event planning. The executive board will officially meet with the advisor at least once a month as it fits into the advisor's schedule.

XIII. **Dues** – Dues of ten (10) dollars shall be paid by all students whom wish to become active members. Dues can be paid in the form of cash or check (paid to the Livestock Judging Club). The policies, activities and finances of the organization are subject to the control of the majority of its voting membership. Dues will be collected at the beginning of each semester for those students whom wish to become active members of the club. If a member does not pay dues they cannot vote on any activities or events or officer

XIV. **By-Laws** – The by-laws established by the group shall be used to carry out the policies set forth in this constitution. A 2/3 vote is required by the entire organization in order to change existing by-laws.

**XV. Procedures for decision-making** – All procedures for decision making will follow Roberts Rules of Order aside from amending and ratifying the constitution and by-laws where the procedure is specifically defined in this constitution. Proposed events and activities must be moved and seconded then approved by majority vote of the membership. The Treasurer’s report must be approved by the membership after a motion to approve has been made and seconded and the majority membership votes to accept the report.

**XVI. Selection of an Advisor** –The advisor of the organization shall be a full time professional faculty or staff person that accepts the request by the executive board to advise the club. They will be asked to attend as many general meetings as their schedule allows with a minimum of one (1) per month. They will be required to meet with the executive board a minimum of once (1) per month outside of the general meeting. They will be required to provide contacts of local livestock producers and organizations that would be helpful to the club as well as assist in coaching the group before competitions. The advisor should have a background in agriculture with a focus on livestock production and animal sciences.

**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** - The minimum number of members who have to be present at a meeting in order for business to be conducted/decisions to be made shall be 60% of the membership. At an executive board meeting, all officers must be present for a decision to be made unless otherwise decided by the officers ahead of time.

**XIX. 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.

**XX. Rules for amending the Constitution** – Amending the constitution in any way will require a 2/3 vote of the executive board and advance notice to all members of the proposed change.

**Signatures:**

**President:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_

**Activities & Programs Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_