

Lori's Hands Constitution

Preamble: "We, the students at the University of Delaware, do hereby form the organization known as Lori's Hands for the purpose of assisting local residents with chronic illnesses in carrying out their activities of daily living."

Articles:

- I. The organization shall be known as Lori's Hands, named in memory of Lori LaFave, who lost her long battle against cancer in 2003 and often said she wished her body would allow her to serve people in the capacity that her compassion lent itself to.
- II. The organization will be responsible for organizing volunteer opportunities for students on the University of Delaware campus. The organization will find need in the local region for individuals to give their time to assist those with chronic illnesses carry out their activities of daily living. Various national and local non profits focus either on one service or one disease. The goal of our group is to provide comprehensive service for families in the area. Because we intend to serve those with chronic illnesses, we hope to maintain partnerships with people and provide volunteers for them on a consistent basis. Doing so will allow families to avoid the stress of contacting various organizations for their daily needs. Instead, they will contact Lori's Hands and request student volunteers for a variety of needs on a one-time basis or for a recurring service.
- III. Initially, our group will seek to serve through existing organizations (e.g. American Cancer Society, United Cerebral Palsy, National MS Society). These organizations offer select services in which we would like to engage (e.g. Road to Recovery under American Cancer Society offers patients volunteer drivers for appointments). We will be in close contact with these organizations, using their networks to find families in the area and eventually modeling our organization after each one in certain aspects.
- IV. Members must be full time, matriculated undergraduate students at the University of Delaware. Students will be able to volunteer based on the

requirements of each family and situation. For example, to participate through the American Cancer Society, they must pass a background check. There are no restrictions to the size of the group except in that there may not always be volunteer opportunities available. Eager volunteers will never be turned away due to sheer numbers.

- V. 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. Members may serve in any capacity that fits their preferences and schedule. A “member” may only volunteer on one day for one family but is still a valued part of our organization. Other “members” will consistently volunteer and participate in group events. Members who volunteer and/or attend/participate in three or more group events each semester will be granted voting rights should the occasion arise.
- VII. Honorary members, which could include community members as the organization expands, may volunteer but will not be allowed to vote or hold office in Lori’s Hands.
- VIII. Members who do not volunteer and/or attend/participate in three or more group events each semester will not be granted voting rights should the occasion arise.
- IX. A member may be removed from the group if he or she acts in a way that is considered by the board to be disrespectful toward an individual, family or home we serve or if he or she violates the contract signed before volunteer activities. This decision would be made after a discussion among and vote by the board members.

X. All offers must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.75. Any potential officer must be able to complete a full academic calendar year.

XI. Officers

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.

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 organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

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.

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. You may want to have the Secretary 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.

Research Coordinator: The Research Coordinator shall be responsible for researching any and all situations that should arise. He or she shall be in charge of such things as researching the legal responsibilities of our group, protective measures that should be taken to keep our members and clients safe, new services that we can/should offer, logistics of transportation to new sites, etc.

- XII. A new officer for each position will be elected at the beginning of the existing officer's last semester and will "shadow" the existing officer. The remaining semester will be used to train the new officer. The new officer will have the administrative power of a member, not of an officer, but will use the time to learn the responsibilities of the future role. Any member can nominate him/herself. Each nominee will make a brief speech about his or her qualifications for the desired position at the first meeting of the semester in which the election will take place. During that same meeting, all members present will vote via silent ballot. Any officer will count the votes. In the case of a tie, the existing board members will decide via silent ballot, with the president's vote deciding in the case of a tie within the board.

Section 1: An officer can be removed for the same reasons as a member, as listed above, and decided upon by the other board members. Additionally, any officer can propose the removal of another if he or she sees fit at any time. In this case, the entire board shall meet and discuss the situation. If there does not seem to be an alternative outcome, the board members, including the incriminated party, will vote to decide. In the case of a tie, the president's vote shall prevail. In the case of a president's potential removal, the vice president's vote shall prevail. The vacant position will be filled in the same

manner as officers are elected in a routine situation, except that the election will occur at the meeting following the decision and the remaining officers will be responsible for training the new board member.

Section 2: An officer may submit a written statement of resignation at any time. The vacant position will be filled in the same way that routine elections occur except that the election will occur at the meeting following the decision.

Section 3: Officers will be elected at the beginning of each officer's last semester (at the beginning of any given semester, there may be 0-5 elections). Each old officer will train the new member of the board by allowing him/her to shadow him/her in the role throughout the semester, explaining processes as they occur.

- XIII. The group will meet at least once every other month, with more meetings at the beginning of the organization's creation. The board will meet at least once monthly, with more meetings at the beginning of the organization's creation and at the advent of any new additions to the group's services. The board will meet with the faculty advisor at least once every other month. In between meetings, the board will stay in close contact with the group and with itself via e-mail.
- XIV. A 4/5 vote will be required by the executive board to change any part of its by-laws.
- XV. Roberts Rules of Order will be used 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. Temporary, task-oriented committees will be established on an as-needed basis. The executive board will determine the need for a committee and how many spaces should be made available in each. Members will have the opportunity to sign up for committees, when available, via "first come first serve" at meetings or in response to e-mail requests.

- XVII. The advisor must be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. The advisor has the responsibility of offering advice and the privilege of attending any events/meetings he/she would like to attend.
- XVIII. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XIX. At least 3/5 of the executive board must be present at a meeting in order for business to be conducted/decisions to be made. At least 4 members who are not on the executive board must be present at a general meeting in order for business to be conducted/decisions to be made.
- XX. Approval of changes to the constitution requires a 4/5 vote by the executive board and approval by the Activities and Programs Office.
- XXI. Adding articles/sections to the constitution requires a 4/5 vote by the executive board.

Signatures:

President: Sarah Lataee

Vice President: Kelsey Masau

Activities & Programs Staff: [Signature]

Date: _____