

## **Constitution for the "Mel-U-Dees" A Cappella Group**

**Preamble-** We, the students at the University of Delaware, do hereby form the organization known as the Mel-U-Dees for the purpose of bringing more depth to the entertainment aspect, and more specifically the A Cappella groups at the University of Delaware.

### **Articles**

- I. Name of the Group-** The organization shall be known as the Mel-U-Dees.
- II. Object of the Organization-** To provide a form of fun, unique, energetic and musically talented entertainment to the University of Delaware.
- III. Affiliation with any other group-** We will be affiliated with the other six A Cappella groups on campus just in the sense that we would participate in concerts featuring all or some of the groups at various musical events.
- IV. Qualification/ Criteria for selecting membership-** Members of this organization must be full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. A member is affiliated with the group, practices, performs and attends required events with the group. All are open to audition for the group; however those chosen will be the best musical/personality fit for the group. There are no set restrictions of the group size; however we will aim to have on average 15-20 members a year.
- 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-** Membership of the group allows members to practice and perform with the group, as well as attend any events with the group as an affiliated member. Members are expected to attend all of these events unless they have a legitimate and excusable reason for absence. Members also have voting rights regarding officers, as well as input regarding any aspect of the group, i.e.: musical performance, concert appearance, musical repertoire, and potential performances and undertakings.
- VII. Other types of non-voting or representing membership-** Once the group has alumni, these alumni will be forever associated with the group, allowing them to come to and participate in certain aspects of concerts and events if they wish to do so.

**VIII. Absence Policies-** Absence from practices, performances, and events is not tolerated unless it is a legitimate excusable absence. If unexcused absences occur, they will result in a warning; on a second occasion will result in serious consideration on the officers' part if the person is qualified to remain a member of the group. Every member of the group should be fully committed, and take all responsibilities seriously.

**IX. Officers.**

**Section 1: President-** This organization shall have a President with the duties of calling and running meetings and practices and handling day-to-day affairs as well as concerts. 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, Mid-year, and Start-of-the-Year packets, and Summer Contact Information. The President will receive all information from the Activities and Programs Office. The president will help to appoint all standing and special committees. They will have final say in anything being discussed by the group, choosing what is in the groups' best interest.

**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. They will also have large input in final decisions of the group.

**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 allocation board.

**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. They will also 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.

**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.

**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.

**X. Qualifications for Officers** - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware. Any potential officer must be able to complete a full calendar year (i.e. no second semester seniors). They must also be regarded as responsible and driven to do their job by the other members of the group.

**XI. Election of Officers**- Near the end of the spring semester, we will designate an end of a practice to nominate people to office. The following week, we will vote on the new officers using a secret ballot. Everyone will get one vote for each position, and the president will collect and count the votes. Those voted will assume their positions the following fall, using the end of the semester and the summer to prepare. In the situation of a tie, everyone will re-vote just using those names that were tied.

**Section 1: Procedure for Disciplining/Removal of Officers** – In the unfortunate circumstance that an officer needs to be disciplined or removed, action by the president and vice president will be taken (unless it is one of these officers that needs to be disciplined or removed, in which case the highest ranked officer will consult the next highest ranked officer). These officers will try to keep the problems minimal and have a private conference with the problematic officer to figure out the issues at hand. This will be considered a warning to the officer, and if further problems persist, they will get one final warning before their title and privileges are taken from them. A meeting to discuss appropriate tasks for the officer and/or work out any misunderstandings will not be considered a warning. However, intentional disregard for ones responsibilities will be the main reason for arranging a meeting/assigning a warning. The two officers confronting this certain member will need written documentation with sufficient examples before this meeting takes place. These meetings should be conducted professionally and maturely. The officer being confronted should be given a fair chance to explain themselves, as well as the right to have potential consequences and particular goals for future actions brought to their attention. Everyone involved in the meeting should be on the same page in terms of future and current expectations. If problems persist despite these well organized meetings, and the officer shows no ability to improve, their title/privileges will be removed from them with no further chance to appeal. The entire group will not be consulted on this decision in hopes to keep the problem as minimal as possible, and keep the group focused.

**Section 2:** It will be at the request of the group that any officer hoping to resign gives proper notice of two weeks to allow the group time to line up a new officer who could take over immediately once the officer has officially resigned. In the unfortunate circumstance that an officer unexpectedly resigns, the president will take over all necessary jobs of this position until the group has had sufficient time to nominate and elect a new officer.

**Section 3: Officer Transition-** Officers will be elected during the end of the Spring semester every year, to avoid as much commotion, and deviating from the groups main task, as possible. This will allow enough time for the older officers to teach and train the newly elected officers. Elections will not be held during the last week of school.

- XII. Meetings-** The group will meet on average of three times a week, which is the estimated amount of time necessary to accomplish the necessary tasks of the group, as well as allow members to engage in school work, and other activities etc. at their leisure. The times for these practices will be set, and decided upon using both: times given by the school for requested practicing space, and times that correspond with the members' schedules, as guides. The amount of practices held per week may differ during times near performances when extra practices are needed or during time near exams when group members need to use extra time to put towards studying. Meetings will be held in any location that the University has provided for the groups use. Meetings are mandatory and are expected to be attended by all unless a member has a legitimate excuse.
- XIII. By-Laws-** A 2/3 vote and or simple majority is required of the group to establish/approve by-laws or changes in existing by-laws.
- XIV. 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.
- XV. Selection of an Advisor-** An advisor will be chosen based on their desire and willingness to commit to the group as an advisor. They will not be asked of much, however it will occasionally be requested of them that they provide advice to the group from a faculty's standpoint, give input regarding song performance and/or choice, and guidance regarding certain major decisions. They will be asked to meet with the group at least once a month to check in and keep updated with the groups' process.
- XVI. 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.
- XVII. Define a quorum-** A minimum of 50% of the group must be present at a meeting in order for business to be conducted legally.
- XVIII. Rules for Ratifying the Constitution-** Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.
- XIX. Rules for Amending the Constitution-** Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change. Signatures- There must be a signature and date line for the Organization President, Vice President, and the Activities and Programs staff member you are working with.

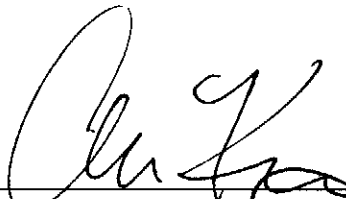
Organization President-

Kate S. Gallin

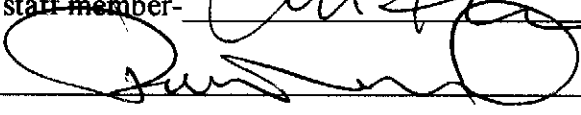
Vice President-

Lara Goldstein

Activities/Programs staff member-

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University Advisor-

A handwritten signature in black ink, appearing to be 'J. K.', written over a horizontal line.