

Mysteries at the University of Delaware (M.U.D.)

Preamble: We the students of the University of Delaware do hereby form the organization known as "Mysteries at the University of Delaware," for the purpose of exploring the unsolved in a social environment.

I. The organization shall be known as Mysteries at the University of Delaware (M.U.D.)

II. The purpose of this organization will be to experience and learn about numerous unanswered questions that can be found in varying forms of entertainment. This includes enigmas that can be found in movies, books, games, shows, and real life events. Specifically, this organization is dedicated to allow its members the opportunity to witness and partake in the unfathomable.

III. This organization is open all interested full-time undergraduate students here at the university.

IV. 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. Anyone can be a member of Mysteries at the University of Delaware. To participate in special events, members must aid in club fundraising or be willing to pay their share of the trip's expenses. If club fundraising is deemed inadequate to cover the expenses of a desired excursion, members may be asked to supplement the cost of the trip with their own funds.

VI. This organization will allow part-time or graduate students, alumni, community, and honorary members to be included in club activities; however these participants will not have the power to vote or hold office within this organization.

VII. Failure to attend three-quarters of club meetings for two semesters will result in the loss of privileges for club members to run for election to the Executive Board.

VIII. The executive board will examine disruptive and disrespectful behavior on a case-by-case basis, and if deemed necessary will expel members from the organization. Specifically, if a member receives a strike from the university due

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to their own inappropriate conduct while participating in M.U.D. activities, the individual and not the group will be held accountable.

IX. All Officers (or Executive Board Members) MUST be full time matriculated undergraduate students at the University of Delaware. Potential officers must be able to complete a full academic calendar year. It is required that all members of the Executive Board have been members of the club for at least one academic calendar year and attended $\frac{3}{4}$ of the meetings within that academic year.

X. Officers (Executive Board):

- A) President: The duties of the president include calling and running meetings and handling day-to-day affairs. The president is responsible for registration of the RSO and all required paperwork necessary for the organization's continuation. In addition, the president is in charge of registration with Activities Night and filling out the Change of Officer form at the start of each new semester. The president will oversee any special committees and will guide other executive board members. It is the president's responsibility to oversee the logistics of all major events and serve as the contact person for event confirmation and transportation. The president, as well, will keep the advisor informed of the club's activities.**
- B) Vice-President: The vice-president will aid and assist the president in the duties stated above. The vice-president will take the place of an absent president or if the president resigns. The vice-president will be responsible for managing and coordinating all room reservations for club meetings and events. The vice-president will help the president to run meetings and is specifically in charge of organizing the meeting puzzle as well as meeting activity each week. In addition, the vice-president will keep a record of member attendance at meetings and club activities.**
- C) 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 and shall also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. It is additionally the responsibility of the treasurer to organize all club fundraisers. The treasurer *must* attend treasurer's training and renew the club's standard budget each semester.**
- D) Secretary: The secretary is responsible for recording events of all meetings and maintaining meeting minutes. The secretary is responsible for maintaining membership lists and email databases to be used for communication with members. The secretary is also responsible for updating Facebook with any pertinent information in regard to upcoming/past club events.**
- E) Historian/Public Relations Chair: The historian/public relations chair is responsible for promotion of this organization and its events. When**

necessary they create posters, fliers, and other forms of advertising. They are responsible for entering information to the university events webpage and submitting press releases. They are also responsible for taking photos of club events or, in the case of absence from an event, ensuring that photos are taken at all club events. These photos will then need to be posted on the club's Facebook group page as well as sent to the Web Master to be posted on the club website. The historian/public relations chair will also create and update a scrapbook which entails all major club events each semester.

- F) Web Master: The web master will frequently update this organization's website with information provided by members of the Executive Board.

XI. Election of Officers: Candidates for the executive board can be self-nominated. Candidates will be elected by secret ballot. Members are eligible to vote if they fulfill requirements of Article V and Article XI. In the event of a tie, run off elections will be held between the competing candidates. If the runoff election is inconclusive, then the outgoing executive board will select the winner based on the merit of each candidate. Officers will assume their role at the start of the Spring Semester, with the assistance of the outgoing Executive Board. Elections will be held at the end of the fall semester, approximately one month prior to the end of classes.

- A) Procedure for Disciplining/Removal of Officers: An officer may be removed if they're unable to fulfill their obligations or by a three-quarters vote of voting members. The appropriate authorities will investigate any accusation raised against an executive board member. The accused has a right to fair trial and an appeal process. Vacant positions, a result of officer removal, will be filled by standard organization voting procedure.
- B) Resignations: An officer should notify the entire executive board of their resignation. Vacant positions due to resignation will be filled by standard voting procedure.
- C) Officer Transition: Outgoing board members will train new executive board members. Outgoing members must inform the new board members of all policies and procedures, introduce the president and the treasurer to the Activities and Programs Office and Staff, and will help to maintain plans for the following years' events.

XII. Meetings: General meetings will be held bi-weekly. Members will be notified through email of the time and location of the meetings at least a week before the meeting is to be held. Executive Board Meetings will be held at a minimum of twice a month to discuss the agenda for general meetings and to coordinate event ideas. It is the responsibility of the president to keep the advisor informed and up-to-date with the club's activities.

XIII. Dues: Dues will not be collected regularly. To participate in special events, however, members must aid in club fundraising. If club fundraising is

deemed inadequate to cover the expenses of a desired excursion, members may be asked to supplement the cost of the trip with their own funds.

XIV. Procedures for Decision Making: Decisions in regard to club activities will be put to a vote in which only voting members may participate. Simple majority is necessary for a decision to be acceptable. The executive board is responsible for maintaining a fair voting process during meetings.

XV. Establishment of Committees: Committees can be established when the executive board deems that it is necessary and appropriate, and must be chaired by a voting member.

A) Event Committee: The event committee will be comprised of voting members who have an interest in coordinating and planning events for the club. They will be responsible for planning club excursions and guest speakers.

XVI. Selection of an Advisor: Ultimate responsibility in regard to the policies and procedures for functioning as a student organization lies with the Activities and Programs Office. It is the responsibility of the Advisor, however, to serve as a resource for the club. The advisor must be a full time professional faculty or staff member.

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. Rules for Ratifying the Constitution: Approval of changes to the Constitution requires a 2/3rds majority vote of the entire membership and approval by the Activities and Programs Office.

XIX. Rules for Amending the Constitution: Adding articles to the Constitution requires a 2/3-majority vote of the entire membership and advanced notice to all members of the proposed change.

Signatures:

President: Courtney M. Long

Vice President: Lauren M. Wegman

Activities & Programs Staff: [Signature]

Date: 11/19/2009