

REGISTERED STUDENT ORGANIZATION CONFIRMATION UNIVERSITY OF DELAWARE  
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3/8/06

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**Preamble**

"We, students at the University of Delaware, do hereby form the organization known as the PEACE OUTside Campus at the University of Delaware for the purpose of promoting peaceful and safe living environments in the off-campus community."

OFFICE OF  
ACTIVITIES & PROGRAMS

**Articles**

I.

The organization shall be known as: PEACE OUTside Campus at the University of Delaware.

II.

**Object of the Organization-** By collaborating with and fundraising for the national PEACE OUTside Campus for the Lindsey M. Bonistall Foundation we strive to promote awareness of safety and security. We will survey student population to understand their needs so we can promote further safety measures at the University of Delaware.

III.

**Affiliation with any other group** – We represent a chapter of the PEACE OUTside Campus, The Lindsey M. Bonistall Foundation at the University of Delaware.

IV.

**Qualification/Criteria for selecting membership** - Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group.

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-** Members must attend a minimum of two meetings prior to the spring election to be eligible to vote. People are encouraged to be a part of the Chapter even if they can not commit to every meeting. Events will be decided by the Chapter and then will involve careful planning that is to be carried out by the committees. Members are encouraged to aid with the planning of events and to volunteer at the actual event site. Fundraising for the Chapter and the National Foundation will be a large part of the events as well as overall promotion of off-campus safety and awareness. Active involvement of members in the RSO is a key objective which will benefit the individual and the college and town communities.

## VII.

**List other types of non-voting or representing membership** - Associate, graduate, alumni, and honorary members.

## VIII.

**Absence Policies-** A member must attend 50% of monthly meetings to be eligible to vote. It will be considered an unexcused absence without a note or viable reason. Excused absences are accepted for being able to vote in the future. Attendance policies for the officers are strict and they are required to go to meetings unless they have a valid excused absence.

## IX.

**Policies and Procedures for Disciplining/Removing members-** If any member is representing the group in a poor manor the executive officers and advisor will determine a correct course of action.

## X.

**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 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 from an undisclosed email database. The president will help to appoint all standing and special committees.

**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.

**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. The Secretary shall be in charge of passing on accurate records of what the group has accomplished and who has been involved in the past year. The Secretary should also maintain the membership list and email database.

**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. This person will be the liaison between the student organization and the community therefore they will be responsible for speaking at events.

**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.

XI.

**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).

XII.

**Election of Officers** - Election of officers will be held by a secret ballot. One must be nominated to be on the ballot. A Chapter meeting will be held where nominations can be made by current members. Elections will be held at the beginning of the spring semester (by the end of February) and the remaining months will be focused on training and transitioning the newly appointed officers. One must be a second year student and an active member of the organization for at least one semester to become an officer. The member can only miss two meetings in the past semester to be eligible to become an officer. In the case of a tie, interviews will be carried out by the executive board and each corresponding member, and the current officers will decide which candidate becomes the newly appointed officer.

**Section 1: Procedure for Disciplining/Removal of Officers** - An officer has to attend all meetings in a semester (unless if they have an excused absence) or they shall be removed from their position. A notice of charges shall be sent via email to the corresponding officer. The officer remains right to a fair hearing amongst the officers and the right to appeal. The executive

board will follow up and make a final decision of whether or not the officer is removed or not (2/3 must say that officer can remain).

**Section 2: Resignations** - Officer must have a legitimate reason for resignation. If an officer leaves the University the appropriate actions will be taken by the executive board to find a replacement.

**Section 3: Officer Transition** - Officers should be elected in the beginning of the spring semester for the remaining part of the spring semester and the fall semester. By electing in the spring, the former officers will still be around to train new officers.

### XIII.

**Meetings** - The group will have two meetings per month held in on campus buildings. The executive board must meet at least once a month usually meeting an hour earlier or later than the meeting.

### XIV.

**Procedures for decision-making** - We abide by 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.

#### **Establishment of Committees**

**Public Relations Committee-** consists of:

Events Coordinator- responsible for general tasks involving event operation: registering and reserving kiosks, rooms, buildings, and booking public speakers and making sure that members of the organization are aware of the events.

Publicity Chair- deals with banners, posters, flyers, brochures, and spreading news about upcoming events.

Foundation Liaison- their role is to communicate between the Foundation and the Chapter (can be fulfilled by the President).

**Financial Committee-** consists of:

Financial Deputy- assists the Treasurer with monetary policies.

**Committees will be added or created due to the needs of the RSO.**

XVI.

**Selection of an Advisor-** The advisor must be a faculty member or professional staff member who is available and interested in the group. They must attend at least one meeting per month (either executive or regular member meetings) or meet with executive officers to be informed of all information/decisions that occurred in the previous month.

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-** At least 2/3 of the executive board must be present at an executive meeting to conduct business. No official business can be made at executive meetings as they must be conducted at regular meetings. At a regular meeting 2/3 of the executive board in addition to 30-50% of the regular members must be present to transact business.


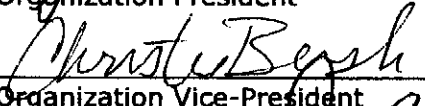
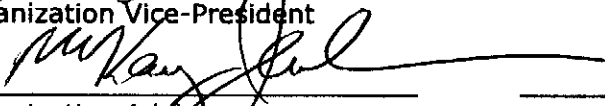

XIX.

**Rules for Ratifying the Constitution -** Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.

XX.

**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 -**

 Organization President	<u>3/8/06</u> date
 Organization Vice-President	<u>3/8/06</u> date
 Organization Advisor	<u>3/9/06</u> date
 Activities and Programs Staff Member	<u>3/15/06</u> date