

UD POLISH CULTURE CLUB

CONSTITUTION

- I. **Name** - This RSO will be known as "UD Polish Culture Club"
- II. **Purpose** - The purpose of this group is to learn about the Polish culture. Students of Polish nationality as well as students who are interested in this will have the chance to enjoy several different cultural events and activities.
- III. **Affiliation** - There is no affiliation with an external organization.
- IV. **Qualifications / Criteria for membership** -
 - A. All members must be full time, matriculated undergraduate students at the University of Delaware.
 - B. There is no minimum GPA for members.
- 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**
 - A. All members must pay dues by the third meeting to be considered a full member of the club.
 - B. All members must attend 1/3 of the meetings by the end of the semester. Officers must attend 1/2 of the meetings.
- VII. **Non-voting or Representing Membership** - Graduate students, alumni, community members, and part-time students are not allowed to vote or hold office in the club.
- VIII. **Absence Policies** - Members must attend 1/3 of the meetings and officers must attend 1/2 of the meetings by the end of the semester. Those who do not attend 1/3 of the meetings will not be considered a full-time member of the club.

IX. Policies and Procedures for Disciplining/Removing Members - Members or officers that are disruptive or disrespectful of the club's purpose or mission will be notified of their removal from the club. This will be voted on by the officers.

X. Qualifications for Officers -

A. All officers must be full time, matriculated undergraduate students at the University of Delaware with a *minimum* GPA of 2.25.

B. All officers must attend 1/2 of the club meeting.

XI. Officers - Officers will include President, Vice-President, Treasurer, Secretary, Public Relations Chair, and Events Coordination Chair. Additional officers can be voted upon by the club.

A. **President** - The President of this organization will run the meetings, handle day-to-day affairs, and will be responsible for overseeing the club's overall existence. The President will be responsible for registering with the Registered Student Organization office and all paperwork required. He/She will receive all information from the Activities and Programs Office for the club. Also, the President will help appoint all committees.

B. **Vice-President** - The Vice-President will work closely with the President to oversee the club's activities and events. If the President is absent, the Vice-President will serve the duties of the President.

C. **Treasurer** - The Treasurer will be responsible for the expenditures and revenue of the club. He/She will write all checks and keep track of all money regarding the organization. Also, the Treasurer is responsible for requesting funds from the allocation board, and keeping track of the club's bank account.

D. **Secretary** - The Secretary will record events of all meetings. They will maintain the minutes and send them out via email after each meeting. Also, they will serve as a historian and will maintain all minutes for records for future years. The secretary will also maintain the membership list and email database. They will be responsible for keeping track of attendance during meetings.

E. **Public Relations Chair** - The Public Relations Chair is responsible for promoting the group. They will make appropriate posters, flyers, ect. in order to gain interest in the organization. They will be in charge of all promotion and will keep track of opportunities for the group's advertising (including websites, UDaily, ect.)

F. **Events Coordination Chair** - The Events Coordination Chair will be responsible for coordinating all events for the group. Different cultural events that are found

will be researched by this Chair. All pricing for the event, transportation, and other information will be taken care of by the Events Coordination Chair. He/She is in charge of coordinating with the President and Treasurer for approval and price issues.

- XII. Election of Officers** - Officers for the club will be elected by secret ballot. Members that are interested in an officer position will submit their name a current officer. Elections will take place at the end of spring semester each year.
- A. Procedure for Disciplining/Removal of Officers** - When an officer is voted to be removed by the other officers, he/she will be notified. A meeting involving all officers will take part and then a re-vote will occur. If the officer is removed, the vacant position will be voted on by the members of the club.
- B. Resignations** - If an officer decides to resign, they must submit a formal notification of resignation to the President or Vice-President. Then, the club members will be notified and able to vote for the vacant position.
- C. Officer Transition** - When new officers are chosen, the current officer in that position must pass along all important information and train the new officer within a week of that officer's election.
- XIII. Meetings** - The group will have one meeting per month, as well as an executive board meeting a second time, every other month.
- XIV. Dues** - Dues will be collected by the third meeting. The treasurer will be in charge of collecting the dues. Members that do not pay dues will not be considered full members and will have a different rate for all events and activities, as well as being unable to vote or make decisions for the club.
- XV. By-Laws** - The organization shall establish by-laws to carry out the policies set in this constitution. A majority vote of the executive board will be required to approve the by-laws or changed made by these by-laws.
- XVI. Procedures for decision-making** - The rules contained in Roberts Rules of Order will govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws.
- XVII. Establishment of Committees** - There will be no separate committees in the club. All members can participate in all aspects of the organization.
- XVIII. Advisor** - The advisor will be chosen by the president of the club. They will be responsible for attending meetings, if possible, and keeping in contact with the club

president in order to keep up with current events of the club. The student organization has the right to change advisors at any time.

XIX. 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.

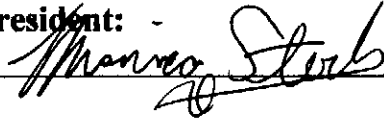
XX. Quorum - The minimum of 30% of the members must be present at a meeting in order for business to be conducted and decisions to be made. For executive meetings, a minimum of half the officers must be present.

XXI. Rules for Ratifying the Constitution - Approval of changes to the constitution requires a majority vote by the executive board.

XXII. Rules for Amending the Constitution - Adding sections to this constitution requires a majority vote by the executive board and notice will be given to all members before the change is officially made.

Signatures:

President:



Vice President:

Treasurer:

Secretary:

Public Relations Chair:

Events Coordination Chair:

Activities & Programs Staff:



Date:

12/7/2009