

Constitution

Preamble

We, the students at the University of Delaware, do hereby form the organization known as **Project Punjab** for the purpose of creating a collaborative effort to provide aid for the underdeveloped regions of Punjab, India and help face the hindering socio-cultural issues.

Articles

- I. **Name:** The organization shall be known as **Project Punjab**
- II. **Objective:** The objective of this group will be to host events, activities, fundraisers, and drives. The majority of the proceeds will be donated to the affiliated organizations that will aid Project Punjab in its goals.
- III. **Affiliations:** The organization will be working with, but not limited to the following groups/organizations: All India Pingalwara Charitable Society, Amritsar; All India Women's Conference, Amritsar; India Women Welfare Association Childwelfare Council, Chandigarh; Global Institute for Childhood Disability, Amritsar.
- IV. **Membership Criteria:** Participants/members must be 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 members:** Members must attend at least ½ of the meetings per semester. Members that meet this above requirement will have voting privileges for the executive board. If Project Punjab shall host an event that requires an admission fee, members that actively helped in the hosting of the event will receive a discounted or free admission to the event.
- VII. **Non-voting or representing Membership:** Participation of part-time or graduate students, alumni, community, and honorary members is encouraged and welcomed. However, these members are **not** allowed to vote, hold office, count towards the group's membership, nor have any influence upon decision making of the organization.
- VIII. **Absence Policy:** Members that do not meet the duty requirements stated in Article VI will not have voting privileges for the executive board. In order to conduct official business, at least 35 percent of the members and 3 of the executive members must be present.

- IX. Policies and Procedures of Disciplining and removing members:**
Members that do not fulfill the statements under Articles V and VII can have their membership revoked. Individuals that fall under the circumstances of Article VIII can also have their membership status voided. Members that are disrespectful in meetings or hinder group efforts towards the goals of the organization can be subjected to removal. Members demonstrating actions that go against the mission of the group will be subjected to removal. Ultimate removal of an individual will be decided by the executive board.
- X. Qualifications for Officers:** All officers or executive board members must be full time matriculated undergraduate students with a minimum GPA of 2.25. Members that meet the GPA requirement and Article VI, can apply to fulfill an executive position. They must be able to demonstrate leadership skills and qualities to the current executive board and fellow members, and must have an active role in fulfilling the group's objectives.
- XI. Officer Duties and Qualifications:**
- a. **Section 1: President:** The president will call and run duties and conduct day--to--day affairs. The president will be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization. The president will receive all information from the Activities and Programs Office from an undisclosed email database. The president must share the information with the executive board and organization members accordingly. The president will help to appoint all standing and special committees. The president must have already served a position on executive board for at least one year. 1-2 members may hold the position of president, terming them co-presidents.
 - b. **Section 2: 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. The treasurer must be able to provide a summary of transactions at any given time, when requested by the executive board or the University of Delaware. The treasurer must be able to provide effective communication with the executive board and with the University of Delaware. If the responsibilities make the treasurer feel "pressured" or need assistance, a co-treasurer can be appointed.
 - c. **Section 3: 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 organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. A Vice-president position is optional, but not necessary. If for a term, there is no Vice-President and instead two co-presidents, one must fulfill the duties in

the absence of the other. However, if there is only one president, the duties of president will fall to treasurer in the absence of the president, until the next election of executive board members.

- d. **Section 4: Secretary:** The Secretary will record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary will take attendance of those present at group meetings as necessary. The secretary shall serve as the organization's 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.
- e. **Section 5: Public Relations Chair:** The public relations chair will be responsible for promotion of the group and their events. The Public Relations Chair will ensure the group is represented at events designed to help promote the organization and build membership. A public relations chair is optional, but not necessary. However, the above responsibilities must then be divided amongst the executive board and members.
- f. **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. A web master is optional, but not necessary.

XII. Election of Officers: Elections will be held by an annual secret ballot towards the end of the spring semester. In order, for members to be considered for election, they must satisfy articles VI and X firstly. They must also be nominated by the executive board or by at least 30 percent of organization members that meet the duties of a member mention in article VI. Whether or not the number of members is notable or not to nominate an individual can be determined by the executive board. In the event that there is a tie, the executive board will decide who shall fulfill the position.

- a. **Procedure of Disciplining/Removal of Officers:** Any officer demonstrating actions of violating Article V will be considered for removal. If fellow members or the executive board notices and reports any behavior that falls under the categories listed in articles VII, IX can be subjected to removal. If there are reports of an officer not fulfilling their described duties in article XI, those individuals can also be subjected to removal. Once a compliant or report is received against an officer to the executive board, the executive board is responsible to respond appropriately. The executive board will then confront the officer, and give him/her a time period to improve on the complaints. However, if the negative behavior of the officer continues, there shall be a fair trial in front of the executive board and peers for removal. If it is decided that the officer shall be removed, the officer has the right to appeal. The appeal will be brought to the executive board, who will then decide the outcome of the appeal.
- b. **Resignations:** If an officers wishes to resign, he/she must give 3 weeks notice to the executive board. The notice must be given in writing. The vacant position will be filled by methods described in article XI, sections

- a, b, c. However if the above sections do not apply, then the executive board will appoint a person for the vacant position for the remaining term.
- c. **Section 3: Officer Transition:** Elections will be held at least 3 weeks before the last day of classes. During this time period, proper training must be given from the former officers to the new officers that will begin serving in the upcoming fall. Revision and analysis of the constitution must include in the training for all positions.
- XIII. Meetings:** There shall be at least one general group meeting per month. However, there can be more than one. The executive board is required to meet at least once a month, but they are not limited to one meeting. A meeting with the faculty advisor is preferred monthly.
- XIV. Dues:** There are no member dues for this organization.
- XV. By-Laws:** The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority of either the executive board required to approve by-laws or changes in existing by-laws.
- XVI. 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 organization.
- XVII. Establishment of Committees:** Not Applicable
- XVIII. Selection of a faculty advisor:** 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 must be chosen by the consent of the majority of the executive board. The advisor shall be informed and updated of meeting minutes, events, and other problems or issues. The advisor is encouraged to attend meetings, but it is not necessary. The advisor shall be informed and briefed about meetings via email. However, the executive board has the right to change their advisor 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:** In order for business to be conducted and decisions to be made, at least 30% of the group members must be there at general meetings. At executive meetings, 60% of the executive board must be present for any matters to be addressed and in any decision making.
- XXI. Rules for Ratifying the Constitution:** Approval of changes to the constitution requires a 2/3 or simple majority vote of the entire organization's full time members (members that satisfy article VI) and approval by the Activities and Programs Office.
- XXII. Rules for amending the Constitution:** Adding articles/sections to the constitution requires a 2/3 vote of the entire organization and advance notice to all members of the proposed change.

Signatures:

Co-President: Parmeet Singh

Co-President: Narveet Mann

Activities & Programs Staff: [Signature]

Date: 12/2/11