

Red Watch Band Constitution

Preamble: We, the students at the University of Delaware, do hereby form the organization known as Red Watch Band for the purpose of providing campus community members with the knowledge, awareness, and skills to prevent deaths by toxic drinking. (taken directly from the mission statement)

- I. The organization shall be known as Red Watch Band.
- II. The primary purpose of Red Watch Band is to educate undergraduate students of The University of Delaware on how to recognize alcohol toxicity and prevent injury as a direct result. In addition, members will be trained in CPR to supplement the teachings of the organization.
- III. Red Watch Band is a branch of the original organization founded at Stony Brook University on Long Island, NY in 2009. At the University of Delaware, Red Watch Band is affiliated with The Wellspring Center.
- IV. To qualify for membership, an individual must be a full time, matriculated undergraduate student at the University of Delaware who agrees with the purpose and object of this group. All undergraduate students are eligible for membership and there is no restriction on the size of the group.
- V. 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. Membership of Red Watch Band is characterized by attendance to $\frac{1}{2}$ of the monthly meetings, attendance to one mandatory alcohol awareness seminar administered by Red Watch Band, and attendance to one mandatory CPR training.
- VII. There will be no non-voting or representing member status.
- VIII. Members who do not attend $\frac{1}{2}$ of the scheduled meetings will have voting privileges along with membership status revoked.
- IX. Circumstances in which membership would be revoked include: actions which go against the mission statement of the group, disruptive or disrespectful actions during meetings or towards other members, and/or violation of the absence policy.
- X. All Officers must be a full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. All Officers must be able to complete a full calendar year on the Executive Board. All Officers must be CPR certified or become certified as soon as possible.
 - a. **Section 1: 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 Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) 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.

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.

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. The Vice-President will also be responsible for finding persons able to teach CPR to the group.

d. **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. The Secretary should also maintain the membership list and email database and send out membership meeting emails and details.

e. **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, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

XII. Elections will be held at the November meeting of the fall semester in the form of secret ballot. Members do not need to be nominated to run for office. All members of Red Watch Band are eligible to vote. In order to be elected, candidates must receive a simple majority of the votes. In the event of a tie, the current Executive Board members will decide after a brief deliberation.

a. **Section 1:** In the event that any officer cannot or does not fulfill designated duties, he or she will be presented with a warning prior to removal from office. Following will be a fair hearing in which all Executive Members will vote on the discipline or the removal of officers. The accused officer will maintain the right to appeal against the charges. There will be an election following the removal of an officer to fill the vacant position in the form of a secret ballot.

b. **Section 2:** In the event than an officer desires to resign from his or her duties, a request form indicating proper reasoning must be submitted to the Executive Board. The vacant position will be filled by election by secret ballot.

C. **Section 3:** New officers will assume their roles at the beginning of the following spring semester. It will be the job of the previous Executive Board to train the new officials between the time elected and the end of the fall semester. They will also provide any needed advisement to the new officials during the spring semester.

XIII. Membership meetings will be held once a month on the first Wednesday of each month. The Executive Board will meet one hour prior to the general membership meeting and any member is welcome to sit in and observe the Executive Board meeting. The meetings will be called via email sent to all members by the secretary at least 4 days before the scheduled meeting. In addition, the Executive Board members will meet in the middle of each month at a time of convenience with the advisor.

XIV. Dues, if applicable, will be collected no later than the second meeting.

XV. Changes in by-laws will be set forth by 2/3 majority vote of the entire membership.

XVI. Major decision in Red Watch Band will be voted on by the entire membership with 2/3 majority vote for establishment.

XVII. Red Watch Band will not contain committees.

XVIII. The advisor must be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as the advisor. The advisor will be assigned to Red Watch Band by The Wellspring Center. The organization reserves the right to change its advisor at any time. The advisor will offer profession advice and guidance to the organization and be familiar and agree with the objectives of the organization. The advisor is not responsible for running the group.

XIX. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. In order for business to be conducted and for decisions to be made, a minimum of 3/5 of the members must be present. In order for Executive Board decisions to be made, 3/5 of the Executive Board must be present.

XXI. Approval of changes to the constitution requires a 2/3 majority vote of the entire organization and approval of the Activities and Programs Office.

XXII. Adding articles/sections to the constitution requires a 2/3 majority vote of the entire membership and advance notice to all members of the proposed change.

