

Returning Adult Student Association  
Constitution  
submitted 5/14/91

OK JED  
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**Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Returning Adult Student Association, hereinafter known as RASA.

**Article I. Name**

The organization shall be known as RASA.

**Article II. Purpose**

RASA's purpose is to help adult students adjust to a youth environment and to provide opportunities for these students to enrich their college experiences through the expansion of friendships and the interchange of ideas.

**Article III. Qualifications for Membership**

Membership is open to persons who are either continuing their formal education after a lapse of time or who are over the age of 25- and are matriculated full time, part time, or graduate students at the University of Delaware.

**Article IV. Officers and Elections**

Section A: President

RASA shall have a president with the following duties:

- register the organization at the beginning of each year
- preside at all meetings
- sign all documents representative of RASA
- appoint time and place for all meetings
- call special meetings
- chair the Executive Committee
- appoint chairpersons of standing committees
- participate as DUSC Representative, if possible
- delegate responsibilities to officers
- appoint Special Activities Chairperson(s)

### Section B: Vice President

RASA shall have a Vice President with the following duties:

- serve in the role of President if the President is absent, unable to perform the duties of President, or if the President resigns.
- appoint committee members.
- supervise all committees
- maintain committee log
- Keep records of meetings attended by committee members

### Section C: Treasurer

RASA shall have a Treasurer with the following duties:

- sign all checks
- act as a liaison between the university bank and RASA
- prepare financial reports as may be required
- be a member of the Executive Committee
- attend SAO meetings for organizational treasurers
- advise and counsel President and membership regarding:
  - current financial standing of RASA
  - DUSC financial guidelines and policies
  - budgeted allocation of finances
- monitor available funds needed to cover activity expenses
- work with any fund raising committee(s) to insure proper collection and disbursement of funds
- ensure that the next year's budget is submitted correctly

### Section D: Communications Officers

RASA shall have two Communication Officers with the following duties:

- produce and mail five newsletters each year
- prepare correspondence as may be required for RASA
- act as liaison with other student, faculty and University organizations
- record the minutes of all RASA meetings
- place RASA announcements and advertisements in newspaper and yearbook as needed
- be a member of the Executive Committee

## Section E: Activities Chairperson

RASA shall have an activities chairperson with the following duties:

- schedule lectures
- organize all social activities
- be a member of the Executive Committee

## Section F: Elections

1. Elected positions.
  - a. President.
  - b. Vice-president.
  - c. Treasurer.
  - d. Two communications officers.
2. Term. One year beginning after the May executive meeting.
3. Nominations.
  - a. Formal nominations will be taken during the regular April meeting.
  - b. Formal write-in nominations will be taken until ballots are prepared for mailing.
    - (1.) Write-in nominations will be posted in the R.A.S.A. lounge.
    - (2.) They will be signed by two present members.
  - c. An announcement of the upcoming nominations and election will be included in the spring newsletter, if possible.
4. Eligibility for running for office:
  - a. For president and vice-president: any present member who will attend at least one more year as a full time undergraduate at the University of Delaware (unless the full time requirement is waived by the Student Activities Office.).
  - b. For treasurer and communications officers: any present member who will attend at least one more semester as an undergraduate at the university.

5. Regular elections:
  - a. Will be overseen by the university appointed advisor and two graduating members who will be appointed by the president.
  - b. Will be held and votes will be counted during a special meeting called before the end of the first week of May (preferably during the last week of April).
  - c. Each member who is an undergraduate will be mailed a unique ballot.
    - (1.) Each ballot will include each position, nominee and space for write-in votes. If space exists, nominees will be allowed to include a short statement concerning their platform
    - (2.) Ballots will be collected by mail by the advisor or be presented in person at the special election meeting.
  - d. The appointed overseers will check the validity of each ballot prior to counting votes.
  - e. The appointed overseers will count votes and submit the results to the RASA advisor for immediate announcement.
6. Newly elected officers will take their office during the mandatory May executive meeting.
7. Any end of year reports will be the responsibility of the present year's officers.

#### Section G: The Executive Committee.

1. Will be made up of the President, Vice-president, Treasurer, the two Communications Officers and the Activity Chairperson.
2. Will have periodic meetings called by the president.
3. Will be responsible for:
  - a. Scheduling and planning the school year's activities.
  - b. Any major decisions or actions between monthly meetings.
  - c. Setting dues amount for the year.
  - d. Adhering to the year's budget.
  - e. Overseeing the spending of money.

4. Any person representing the president or the organization will participate in executive committee meetings.

#### Section H: Vacancies

1. Positions will be vacated by written notice.
2. Will be filled temporarily by an appointee of the president.
3. The position will be filled permanently by a special election called by the president.

#### Section I: Special Elections

1. Special elections will be held if there is a vacated position prior to the regular election.
2. A special election will be called by the president and an announcement will be posted in the lounge.
3. Nominations as well as voting will occur on the announced date.
4. Written votes will be tallied by at least one of the communications officers.
5. The newly elected officer will immediately take their office.

#### Section J: Impeachment of Officers

1. Officers will be eligible for impeachment if their behavior discredits the organization or if they are not following the constitution in the fulfillment of their duties.
2. An impeachment grievance will be submitted to the executive committee or to the advisor.
  - a. The grievance will contain:
    - (1) The reason for impeachment
    - (2) Five signatures (two of the signatures **must not** be officers).

b. The grievance will be reviewed for possible resolution by a special committee consisting of the remainder of the executive committee, one impartial RASA member and the advisor.

(1) The involved officer will be notified of the grievance as soon as possible and allowed to respond to the committee.

(2) The committee will try to resolve the grievance in a swift, fair manner prior to calling an impeachment hearing.

3. If the special committee cannot resolve the situation, an impeachment hearing will be held.

a. The hearing date will be posted in the RASA lounge.

b. The hearing will be limited to members and anyone wishing to make a statement prior to an impeachment vote.

c. After any statements have been made, the special committee will call for a vote.

d. An officer will be impeached by a simple majority of members present.

## **Article V. Meetings**

Meetings shall be held monthly during the academic year, at a time and place appointed by the President. Additional Meetings shall be called by the officers as they see fit. Such members as shall be present shall constitute a quorum.

## **Article VI. Method of Amending Constitution**

### **Section A: Amendments**

Any regular member may submit proposals for Amendments to RASA's Constitution at any legally constituted meeting of the organization. After the proposal is seconded, it is then subject to Ratification Procedures outlined in Section B of this Article.

## Section B: Ratification

For an Amendment proposal to be ratified, it must first be approved by a three-fourths majority vote of members present at the meeting at which the Amendment is proposed. It is then submitted to the Student Activities Director/representative for their approval within sixty days after the RASA vote.