

## **Self Defense Academy Constitution Guidelines**

### **Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Self-Defense Academy at the University of Delaware for the purpose of teaching male and female students principles and applications of various self-defense disciplines. Our secondary goal is to promote healthy and fit individuals through several aerobic and anaerobic activities.

### **Articles**

I. The organization shall be known as the Self Defense Academy.

II. Teaching male and female students principles and applications of various self-defense disciplines. Our secondary goal is to promote healthy and fit individuals through several aerobic and anaerobic activities. In addition, instructing students about various situations that can occur in real life scenarios.

III. All participants of the organization must meet the following criteria:

1. Full time matriculated undergraduate student at the University of Delaware.
2. At least GPA of 2.5.
3. **Must sign a Liability waiver prior to enrollment.**
4. **Dues must be collected by staff members prior to enrollment.**
5. **Must follow the rules and guidelines of the instructor's procedures.**

#### **IV. 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.

V. All participants must attend scheduled meetings, events, and any other specified obligations unless there is a schedule conflict. Upon payment of dues, the minimum number of hours agreed upon must be met to be considered a full member. Democratic voting will take place at the end of the Self Defense Academy course or selection of future instructors/coordinators. All club members have the right to resign at any time during the course.

VII. Members such as alumni, community or honorary members who are not full time matriculated students will NOT be able to vote, hold office positions or make decisions that will have an impact on the organization.

VIII. **Absence Policies** -There is no penalties for absences except for when the member does not meet the minimum required of the course.

IX. **Policies and Procedures for Disciplining/Removing members**- Members will be discharged if they do not follow the rules and regulations of the organization in accordance to the University's general safety/disruptive behavior.

**X. Qualifications for Officers** - All Officers (or Executive Board Members) **MUST** be full time matriculated undergraduate students at the University of Delaware with a **minimum** GPA of 2.25. We suggest including that any potential officer must be able to complete a full academic calendar year (i.e. no second semester seniors, semester abroad students).

## **XI. Officers**

- **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. We suggest requiring that the president is a member who has already served on the executive board for at least a year.
- **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.
- **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.
- **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. You may want to have the Secretary serve as the organizations 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.
- **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.
- **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.

**XII. Election of Officers** – Members of the club will be voting for officers for the following year in a democratic fashion. The votes will be collected anonymously via paper ballot in which each nominee for officer will be counted. If there is a tie, the organization will have a revote for determining the final selection.

**Section 1: Procedure for Disciplining/Removal of Officers** – Officers must also abide by the rules and regulations of the University. If any unlawful, suspicious, or negligent behavior is detected by the members in the club, it should immediately be reported to the RSO staff members. Depending on the severity, officers will use their discretion to discipline other officers. All members have the right to appeal any disciplinary action held against them. However, they must have a fair hearing that would be voted on democratic manner.

**Section 2: Resignations-** Prior to resignation, members should be notified one week in advance.

**Section 3: Officer Transition** – Elections should be held at least 3 weeks prior to the last day of classes in order to allow time for training of the new officers. Train new officers the basic fundamentals of self-defense with all its safety components. Additionally, the routine guidelines will be taught to the new officers. For instance, any important dates and scheduling.

**XIII. Meetings** – There will be at least two meetings per month held by officers and members will be notified via email.

**XIV. Dues** – Dues will be arranged and agreed upon the first two weeks of the fall semester. Each member has a minimum of two weeks to pay the dues before their membership is canceled.

**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 or entire organization

**XVIII. Selection of an Advisor** –The advisor **MUST** be a full time professional faculty or staff member. No part time/salaried staff or graduate students may serve as advisor. Please describe how the advisor will be chosen and what duties they will have (i.e. attending meetings, events, offering advice, etc). Please note that the student organization 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. Define a quorum** - At least three officers along with at least ten members of the club must be present in order for a meeting to take place.

**XXI. Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a 2/3 or simple majority vote of either the executive board or entire organization

**XXII. Rules for amending the Constitution** – Adding articles/sections to the constitution requires a 2/3 vote of either the executive board or entire membership

**Signatures:**

**President:** Shoaib Baqi 

**Vice President:** Kulani Cole 

**Activities & Programs Staff:** 

**Date:** 2/25/2011