

"We, the students at the University of Delaware, do hereby form the organization known as the Students for Haiti for the purpose of introducing, promoting, and supporting sustainable health interventions to disadvantaged communities within Haiti."

I. **Name of the group** – The organization will be called " Students For Haiti" (SFH).

II. **Object of the organization** - SFH's main goal is introducing, promoting, and supporting sustainable health interventions to disadvantaged communities within Haiti. SFH believes the best way to do so is to support grassroots non-for-profit NGO's (Non-Governmental-Agencies) already established within Haiti. SFH will do so in the fashion it deems most effective and efficient. By doing so, SFH will enable students to become more involved on campus, volunteer for the benefit of those less fortunate, while at the same time broadening students perspective on the world around them.

III. **Affiliation with any other group (if applicable)** – St. Boniface, a respected NGO (non-for-profit Non Governmental Organization) in Haiti, has agreed to staff the clinic with funding coming from annual grants they receive for AIDs relief from USAID. Although St. Boniface possesses the funds to run and staff the clinic, the grant that provides this money does not cover the cost of construction. Cement must be handmade and as result, the project will take about **twenty-five thousand dollars**. The club is passionate about succeeding with this challenge. Once the money is raised, St. Boniface will take care of construction using their own Foremen and workers.

IV. **Qualification/Criteria for selecting membership** – Must be Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. There is no size restriction and any full time undergraduate student may join.

V. **Non-Discrimination Clause** - You **MUST** include the following statement:

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**-Membership will include paying dues once a semester and attending at least three meetings per semester. Each member will have to attend/help with at least two events per semester and raise at least \$50 per year for St. Boniface. In order to vote during elections you will have to be a full time member (a person that has fulfilled the above).

VII. **List other types of non-voting or representing membership** - Part time or graduate students, alumni, community and honorary members are **not** allowed to vote, hold office, count towards the group's membership, or have any influence upon decision making of the organization.

VIII. **Absence Policies** - there are no penalties for absences as long as the member attends three meetings and two events per semester. If you don't meet these requirements your membership will be revoked till further notice.

IX. **Policies and Procedures for Disciplining/Removing members**- if a member is disrespectful or disruptive during meetings, events, or towards other members, their membership will be revoked. If a member misrepresents what the organization stands for or puts the organizations' reputation on the line, their membership will also be reconsidered or revoked. The decision to remove a member will be made by the executive board. All removal decision can be appealed within one week of the decision, after which it is final.

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. All officers must attend all of the events and meetings during each semester. They must be fully committed to the organization and must comply with the organizations' mission, purpose and aims. Second semester seniors and semester abroad students will not be permitted to hold an Officer position.

XI. **Officers** - Describe the titles of the officers, the duties and qualifications of each.

Section 1: President - The President of Students For Haiti will have many different duties which include the following:

- Calling and running meetings
- Handling day to day affairs
- Hold the responsibility 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*) -
- Be responsible for being at every meeting and event put on by SFH

Along with these duties the President is expected to be passionate and fully committed to the mission, aim and goals that are represented by Students for Haiti. In order to be the President of Students for Haiti there is a requirement that the member serves on the executive board for at least one year.

Section 2: Vice-President - The Vice-President of Students for Haiti will be working closely with the president to fulfill the duties as described above. Additional duties are listed below

- 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.
- Will be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.
- Be responsible for being at every meeting and event put on by SFH.

Along with these duties the Vice-President is expected to be passionate and fully committed to the mission, aim and goals that are represented by Students for Haiti.

Section 3: Treasurer - The Treasurer will be responsible for all group expenditures and revenues. These duties will include the following

- The Treasurer will write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization.
- Will maintain all group ledgers
- Be responsible for requesting funds from the allocations board.
- Follow all the rules and procedures stated in the Treasurer Policy Manual.

Along with these duties the Treasurer is expected to be honest and efficient with the management of all funds.

Section 4: Secretary - The Secretary will have the duties listed below:

- Will record the events of all meetings of this organization and shall maintain minutes of those meetings.
- Take attendance of those present at group meetings as necessary.
- Serve as Historian- Historian will have the goal of passing on accurate records of what SFH has done over the past year and who was involved. You may want to have the
- Maintain the membership list and email database.

Section 5: Public Relations Chair - The Public Relations Chair will have the following duties:

- Will be responsible for promotion of the group and their events. This includes making posters, flyers, and brochures.
- Update the web page information and the information on to the University Events web page
- Submit 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 will be responsible for the monthly upkeep of the Students for Haiti web site and have it approved by the executive board.

XII. Election of Officers – Elections will be held at a club meeting at least two months before the end of every spring semester. Candidates must be nominated by a voting member, including self nomination. Candidates will give a speech on why they believe they should be elected. Members must be members of SFH for one semester to vote. The club will vote on secret ballots which will be handed out and collected by a current member, but may not be handed out or collected by a current member running for office. The current leadership board will count the votes and name the elected officials. If there is a tie, the executive board will make the final decision of who will get the position. Officers will assume a learning role by the next meeting of the club, allowing some training time for new officers.

Section 1: Procedure for Disciplining/Removal of Officers – If a position were to become vacant for any reason the president will fill the position until the next elections. If the president position is to become vacant for any reason, the club will hold an emergency election. The current officers will nominate two candidates for the position.

If an officer is to violate the club constitution, he or she will be subject to an

immediate club hearing, at which the club will vote on whether or not he or she is to be removed. At the hearing, the officer will have time to make an argument. Voting will occur by secret ballot, administered by the other officers. If a removal decision is decided, the position will be filled according to the above mentioned procedure. All removal decision can be appealed with in one weeks of the decision, after which it is final. Appeal must be filled at the time of the decision to ensure that a new candidate is not wasted. Once the club hears the appeal, the club will vote via show of hands, and if the decision is reversed, that member will be reinstated.

Section 2: Resignations-If an officer desires to resign at anytime, he or she must submit a letter of resignation via email, paper, etc to all the members. The position will be filled according to the prior mentioned method.

Section 3: Officer Transition -New elected officers will work one on one with the previous officers to learn their new position. Previous officers are responsible for training new officers. The officers, new and old, will hold a special meeting after the elections to go over procedures and policies as well as what is expected of the training program.

XIII. **Meetings** - Meetings will be held once or more a month depending on whether or not we have an event planned for that month. If so, there will have to be more meetings for planning and other needed preparation. In addition to the previously mentioned meeting times, officers will meet once more a month to discuss the operational aspects and future planning of the club

XIV. **Dues** - Dues are ten dollars a semester but are prone to change from year to year. If dues want to be changed, there will be a collective vote done by the officers. They will be collected during the third meeting of each semester by the current treasurer. If a member does not hand in his or her dues they will be subject to a vote of dismissal by the whole club. Majority vote wins. Dues are primarily for upfront money needed to run events. Excess due money goes to the charity of the clubs' choice. Students may not get their dues back.

XV. **By-Laws** - All important decisions will be decided upon majority

vote. This includes the events the club will undertake, when the meetings will occur each month, etc. A majority vote from the general members and the executive board will be needed if the club decides to change the by-laws at anytime.

XVI. Procedures for decision-making – The executive board will make decisions in the best interest of the club as they are elected to do so. When important decisions involving the whole clubs participation, such as but completely covered by what events the club plans to do in order to fundraise and when meetings will occur each month.

XVIII. Selection of an Advisor – The advisor may be changed at a majority vote of the club. The advisor must be a full time professor or professional staff. The advisor will attend and participate as much as he or she desires, although it would be appreciated by SFH if the advisor were to come to events and other club functions.

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 - For a meeting to occur, with enough representation from the club, there must be at minimum 30% of the clubs' membership present. All officers must attend executive meetings for the meeting to take place. The only exception is if a particular officer has asked to be exempt from a meeting and the officers have majority voted it ok.

XXI. Rules for Ratifying the Constitution – Majority vote of the whole club and approval by the Activities and Programs Office is needed to ratify the constitution at any time.

XXII. Rules for amending the Constitution – If at any time the club should wish to amend the constitution, a two week advanced notice of the proposed changes is required to all members. The club must also have a vote on whether the change is needed. A majority vote is needed to win over the change.

Signatures

President: _____

Treasurer: _____

Activities and Programs staff: _____

Date: _____