

Uganda Untold Constitution

March 2011

Preamble: We, the students at the University of Delaware, do hereby form the organization known as Uganda Untold for the purpose of raising awareness on the University of Delaware campus and within the community about the history and the current conflict in Northern Uganda through documentaries and informational events that will continue the campaign to bring peace in the region.

Article I – Name of the Organization: The organization shall be known as Uganda Untold.

Article II – Object of the Organization: This organization will work to raise awareness about the on-going conflict in northern Uganda by showing documentaries and holding informational events (i.e. lectures, fundraising walks). This group will also advocate and promote peace and security in the region. In order to promote development in the region, Uganda Untold will fundraise for Project Have Hope, and work on advocacy with Invisible Children.

Article III – Affiliation with Other Groups: While this group will work with other organizations dedicated to working for peace in northern Uganda and to improving the lives and conditions of the Uganda people, we will not have any formal of financial relationships with an outside groups.

Article IV – Criteria for Selecting Membership: Members must be full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. They must adhere to the attendance policy to be considered a full member.

Article 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 will not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

Article VI – Duties and Privileges of Membership: Members are expected to attend at seventy-five percent of all scheduled meetings, and at least one event sponsored by Uganda Untold. Members will receive information regarding future events and minutes of weekly meetings. Members will also be allowed to vote to ratify any changes to the Constitution. All members in good standing are allowed to submit a statement of their intent to hold a position on the executive board during the election process.

Article VII – Non-Voting and Representing Membership: All members of the student body and community are invited to attend meetings and all events sponsored by Uganda Untold. These individuals are not allowed to vote or run for an executive board position.

Article VIII – Absence Policy: If members miss more than a third of the scheduled meetings during a semester without acceptable excuses as determined by the executive board, they will be demoted to a non-voting status and will not be allowed to run for an executive board position. Members with a non-voting status will still be allowed to participate in Uganda Untold sponsored events. Acceptable excuses are listed in the Student Handbook, and include time for academic preparation. All other excuses will be decided on a case-by-case basis.

Article IX: Officers and Roles:

Section 1: President: This organization shall have one president. The president will have the duties of calling and running meetings and handling day-to-day affairs. The president will help to appoint all standing and special committees. The President is responsible for promoting and organizing programs that advocate for awareness and change in northern Uganda at the University of Delaware, and the surrounding community. These programs include lectures, movie series, and other advocacy events.

The President will work closely with the Vice-President, and other members. He/she shall be responsible for promoting and organizing national and international programs that advocate for awareness and change in northern Uganda. He/she will connect with regional, national, and international campaigns in order to strengthen the coalition by bringing the campaigns to our community.

Section 2: Vice-President: The Vice-President shall serve the role of President if he/she is absent, unable to serve the duties of President, or if the President resigns. The Vice-President should also be responsible for checking the organization's mailbox, and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice-President will receive information from other Registered Student Organizations, and the Activities and Programs Office through their online database. He/she shall also be responsible for the registration of the Registered Student Organization, Uganda Untold, and all required paperwork for the continuation of the organization.

Section 3: Treasurer: The Treasurer shall be responsible for all group expenditures and revenue. 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, and the President shall review it before submitting. Also the Treasurer must request the standard budget given by the Activities and Programs office, and fill out the Equipment Inventory Sheet at the end of the year to aid in the transitioning of next year's officer.

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 or events as necessary. The Secretary shall also maintain the membership list, email database, and will send emails with reminders of upcoming events, meetings, or minutes as necessary.

Section 5: Public Relations Officer: The Public Relations Officer shall be responsible for raising awareness about the group and group activities on campus, and in the surrounding community. The Public Relations Officer will create publicity materials

for all events and disseminate the materials accordingly. He/She will also maintain and update the website as often as new events or information come in.

Section 6: Special Events Coordinator: This organization can have up to two Special Events Coordinators, which is highly preferred but not mandatory. The Special Events Coordinator(s) shall be responsible for organizing all events beyond the general club meetings. The Special Events Coordinator(s) will follow guidelines set in place by Student Events, the University of Delaware, Catering, and any/all University of Delaware organizational groups, legal departments, and code of conduct in order to coordinate events efficiently and effectively. The Special Events Coordinator(s) will work closely with the Public Relations Officer to ensure proper publicity for all events under their authority, and will finalize details with the President for the sake of logistical order.

Section 7: Project Have Hope Coordinator: The Project Have Hope Coordinator will supervise the two main fundraising divisions of Project Have Hope which are bead sales and the wrapping of ink cartridges. The Project Have Hope Coordinator will reserve locations to sell the Project Have Hope jewelry, and will ensure the profits are given to the Treasurer. Moreover, the Project Have Hope Coordinator will coordinate member's schedules to volunteer for bead sales and wrapping ink cartridges before the events occur. In particular, wrapping ink cartridges must be completed frequently, if not daily.

Article X – Qualifications for Officers: All executive board members must be full time matriculated, undergraduate students at the University of Delaware. Any potential officers must be able to complete a full calendar year (i.e. no second semester seniors).

Article XI – Election of Officers and Terms of Office: Elections will be held at the beginning of April during the spring semester for the following fall. Positions will be held for the following academic year. Any general member who wishes to run for office must submit a statement of their intent to hold a position. Upon a simple majority vote, the members of the group will elect the incoming executive board. In case of a sudden vacancy or demotion, and emergency election will be held to fill the position. The term of office for each position shall be one year. An officer may be re-elected to the same position for an additional term, thus serving for a maximum of two years in the same

position. This does not preclude the officer from holding other elected positions in the club. This election process must be annually assessed and voted on.

Article XII – Policies and Procedures for Disciplining and Removing Members and Officers: Members who miss more than one-third of the meetings during a semester will not be allowed to vote in officer elections. Any member who misrepresents the club by using the club's name without prior consent and/or displays inappropriate conduct shall be placed on probation for a one-month period. During the probationary period, the member may not participate in any group events, except for weekly group meetings. If the member does not commit any further violations, and attends all meetings during the probationary period, he/she shall be reinstated as a member in good standing. If the member commits another violation or is absent from meetings without an acceptable excuse during the probationary period, the officers will vote to decide the member's future in the club, with complete expulsion as an option. Any officer that commits violations is subject to review by the rest of the executive board, who shall decide the future of the officer, with demotion from the executive board and expulsion as an option.

Article XIII – Resignation: Resignations of officers should be submitted in writing to the executive board as soon as possible.

Article XIV – Officer Transitions: Officers who are elected during spring elections will take office in the fall semester of the next academic year. Following spring semester elections, the current officers are responsible for training their successors. The outgoing officers should hand down all club documents and materials at the end of the spring semester, which will present the new officers with all of the resources and information to be able to perform in their new positions.

Article XV – Meetings: General group meetings shall be held weekly and executive board meetings shall also be held weekly. Members will be informed of meeting time and location via email. The executive board shall invite the club advisor to all general meetings, and consult with him/her as necessary.

Article XVI – By-Laws: The organization shall establish by-laws to carry out the policies set forth in this constitution. A simple majority is generally required to approve by-laws or changes in existing by-laws.

Article XVII – Procedures for Decision-Making: The organization shall be governed by the rules contained in Robert’s Rules for Order, Revised Edition in all cases in which they are applicable, and in which they are not inconsistent with the by-laws or special rules of the organization.

Article XVIII – Establishment of Committees: Committees shall be established on an as needed basis by the authority of the President. All committees shall report their doings to the executive board and membership during weekly meetings.

Article XIX – Selection of an Advisor: Advisors will be nominated by members and voted on by secret ballot at the beginning of March. A simple majority is needed to elect an advisor. Advisors must be a full-time university faculty or staff member. The advisor will hold the position for a term of one year, which is renewable without limit.

Article XX – Disbursal of Organizational Assets Should the Group Become Defunct: The University of Delaware shall inherit the assets of the organization should the group become defunct.

Article XXI – Define a Quorum: The quorum (minimum number of members present in order to conduct business) shall be forty percent of the group membership. The voting quorum (minimum members present in order to hold an election) shall be seventy-five percent of the voting membership.

Article XXII – Rules for Ratifying the Constitution: The Constitution should be reviewed annually and requires a simple majority vote of the organization and approval by the Activities and Programs Office.

Article XXIII – Rules for Amending the Constitution: Requires a two-thirds vote of the entire executive board, and advance notice to all members of the proposed change.

Article XXIV- Signatures:



President of Uganda Untold

3-20-11

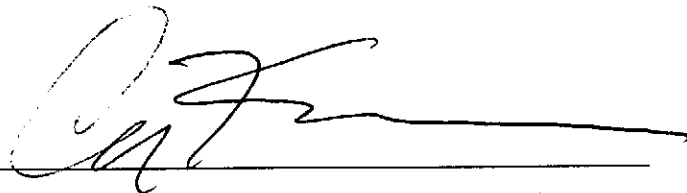
Date



Faculty Advisor

3/22/11

Date



Program Coordinator for Leadership Development

3/22/2011

Date