

## **University Students Advocating for Israel at Delaware (U\*SAID)**

### **Constitution**

#### **Preamble**

"We, the students at the University of Delaware, do hereby form the organization known as the *University Students Advocating for Israel at Delaware* for the purpose of educating students and advocating for the necessity of a strong American-Israeli relationship."

#### **Articles**

I. **Name of the group** - This organization shall be known as the U\*SAID: University Students Advocating for Israel at Delaware."

II. **Object of the organization** – We will educate students about the state of Israel and its relationship to the United States by bringing in speakers and organizing various events that are geared towards informing students about particular issues. We will advocate on campus and down in Washington, D.C. by passing around petitions and lobbying Congress on pressing issues.

III. **Affiliation with any other group**- Our group will be a partner and affiliate with the Kristol Center for Jewish Life.

IV. **Qualification/Criteria for selecting membership** - The only membership restrictions are that a person must be a University of Delaware full time undergraduate and good academic standing of at least a 2.0 GPA. There are no restrictions to the size of this group. Any membership problems that emerge shall be handled at the discretion of the Executive Board.

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 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 entails attending at least half of the events that we organize and attending half of meetings. There are no dues. Members meeting this criteria will also have the right to vote on decisions that pertain to the entire group.

VII. **List other types of non-voting or representing membership** – Alumni, honorary members, graduate students

VIII. **Absence Policies** –If there are an excessive number of absences the Executive Board can vote to have membership revoked. The executive board must have a 2/3 vote in order for a students' membership to be revoked.

IX. **Policies and Procedures for Disciplining/Removing members**- If a student is continually disrupting meeting and being disrespectful towards the overall organization's goal and members, the Executive Board can vote and remove his/her membership. A majority vote is required.

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. An Executive Board Member must be on the University of Delaware's campus during the Fall and Spring semester. An Executive Board Member must be able to devote time to the organization and make it a priority.

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

- **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. After the founding of the organization, the President must have served on the Executive Board for a year. If no one on the Executive Board wishes to run, any member can run.
- **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: 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. He or She will also maintain an up-to-date membership list and email database. The Secretary will be responsible for sending out email updates to the entire group.
- **Section 4: 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. There can be more than one Public Relations Chair

XII. **Election of Officers** – Every fall, as deemed appropriately by the Executive Board, Elections will take place for every elected position. Elections will occur via secret ballot unless otherwise deemed appropriately by a majority of the board. All members in good standing are eligible to vote. In order to run for a position, a member must submit the declaration form to the Previous President a minimum of 1 week prior to the elections occurring. The President will have 4 minutes to deliver a speech and every other board position will be allotted 3 minutes. If there is a tie,

there shall be a re-vote on the position. If there is a tie after the first tie, there will be a question asked to both candidates that will be chosen by the President. Afterwards, there will be another secret ballot. This process will continue until there is a majority winner. If there is no majority winner, the tie-breaking vote falls on the on the Executive Board.

**Section 1: Procedure for Disciplining/Removal of Officers**– Upon a majority of the Boards approval, a fellow board member will be given a formal warning for their actions. The board member will then be given a second warning and upon this warning, they will be allowed to present their case to the remaining board members. After they present their case, the board will then vote on whether or not the board member should be removed. Only if at least 2/3 of the board votes to remove an officer may be the removed only if they have already received their two warnings and have been given a chance to formally present their case to the board. There will then be an application sent out to the members of the chapter for the vacant position. The new board member must then be decided upon with the consensus of the President and the Vice President.

**Section 2: Resignations**-Any officer will be allowed to resign from their position at any time. In order to resign, they must submit a letter of why they are resigning to the President, which the President must share with the board. After this letter is submitted, the officer shall be considered officially removed from the position.

**Section 3: Officer Transition** – The newly elected board that shall be elected in the fall, will not be installed until Spring Semester. The Kristol Center for Jewish Life will be responsible for having a training session of the new board after they are elected.

XIII. **Meetings**- The group will be having a minimum of 1 meeting per month unless otherwise deemed appropriately by the President. Executive board meetings will take place a minimum of 2 times a month, once again, unless otherwise deemed appropriately by the President.

XIV. **Dues (if applicable)** – There are no dues to be a member of U\*SAID, although individual events may be associated with dues.

XV. **By-Laws** - A simple majority of either the executive board or entire organization will be required to amend these by-laws.

XVI. **Procedures for decision-making** - Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

XVII. **Establishment of Committees**- Each committee will be created by the executive board and their roles will be clearly defined by the executive board at the time.

XVIII. **Selection of an Advisor**- If there is a vacancy in the advisor process, every Executive board member will be allowed to nominate 1 full time faculty or staff member to become the groups official advisor. For all staff members who are then interested, there will be an interview that is conducted by the Executive board. Only Executive Board members who attend all interviews will be given a vote on the

group's new advisor and a majority of the Executive board members voting must approve the new advisor before they are officially accepted.

**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-** A minimum of half of the Executive Board must be present in order for business to be conducted and decisions to be made. At a general meeting, as long as there are more general members than executive board members, business is allowed to be conducted.

**XXI. Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a 2/3 vote of either the executive board and approval by the Activities and Programs Office.

**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 and advance notice to all members of the proposed change.

**Signatures:**

*CO* President: Allison Becker  
*CO* President: ~~Allison Becker~~  
Activities & Programs Staff: On F...  
Date: 10/28/11