

Modified: February 10, 2004

- I. **NAME:** The name of the organization shall be: **VITA NOVA'S BAKERS DOZEN**
- II. **OBJECTS:** The specific and primary purpose for which this organization is formed is to teach advanced baking and pastry techniques to interested students. These topics are not currently covered in the HRIM curriculum, however, the members are expected to have a general understanding of baking and a desire to learn advanced topics.
- a. The organization will facilitate group interactions because several students will often times be working together, rather than individually, in order to complete various projects, such as wedding cakes and gingerbread structures.
  - b. The members are expected to study and practice the techniques they wish to further develop by reading, watching videos, going to professional demonstrations and by instruction of the faculty advisor.
  - c. The group will also complete projects with the desire to donate them to various community groups. For example, the HRIM Department works with the Newark Senior Center and the organization could make and deliver monthly birthday cakes to the Center to celebrate the birthdays of all of the residents of the Center.

III. **OFFICERS.** The organization's officers shall consist of a President, Vice-President, Treasurer, Secretary, Public Relations Chair and Faculty Advisor.

- a. **President:** This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall preside over all meetings of the organization, however, (s) he may relinquish this leadership to a qualified member for any and all meetings held only for the purpose of discussing topics to be learned and projects to be completed. The President shall be elected by, and be a member of, the organization. His or her term shall not exceed one year without re-election.

**Vice-President:** The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice-President shall, in the absence of the President, perform all of the duties and have all the powers of the President. The Vice-President shall be elected by, and be a member of, the organization. His or her term of office shall not exceed one year without re-election.



- c. **Treasurer:** The Treasurer shall furnish, prepare and keep a full set of books of the organization's account, showing all details of the business, included dues collected, receipts given for membership, disbursements of every name and the nature of such disbursements, the amount of cash on hand and the amount of money owed by the organization and to show, as well any money owed to the organization, and who is responsible for paying the debt. If, in the judgment of the Treasurer, other information should be recorded this shall be done. The President may, at any time, ask that other information related to funds be recorded. The Treasurer shall be elected by and be a member of the organization. His or her term shall not exceed one year without re-election.
- d. **Secretary:** The Secretary shall keep a written record of the proceedings of all organizational meetings. (S) He shall keep a supply of blank membership forms and fill out, and as well countersign all membership forms issued. The Secretary should record the necessary entries regarding membership in the books of the organization. In the case of his or her absence, refusal, or inability to act, any person who the President may direct may perform his or her duties. The Secretary shall be elected by, and be a member of the organization. His or her term of office shall not exceed one year without re-election.
- e. **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, and submitting press releases to the appropriate media. It is also the responsibility of this chair to inform the Hotel and Restaurant office of any upcoming meeting and activities. His or her term of office shall not exceed one year without re-election.
- f. **Programs Coordinator:** The Programs Coordinator will be responsible for all fundraising and community service events. They will be responsible for communicating with the chapter and the executive board to determine such events to participate in. His or her term of office shall not exceed one year without re-election.
- g. **Baking Activities Coordinator (BAC):** This person shall be responsible for planning all aspects related to any baking activity done within the club. They shall determine what to bake (based on popular vote from members or board direction), when we will bake, where, and how many people. They shall be responsible for making sure all the previously mentioned tasks are fully completed. The Ingredients Manager will be her subordinate to assist with preparing baking

sessions. His or her term of office shall not exceed one year without re-election.

- h. Ingredient Manager:** The ingredient manager will be a secondary board member. They shall be present at board meeting but will not have a direct vote in board decisions. They will be a direct subordinate of the BAC position, and can share their input on a board decision with the BAC person. The ingredient manager will be responsible for prior planning to ensure we will have the exact items needed for up coming baking sessions. If items need to be purchased, this manager will need to work directly with the treasurer for funding. His or her term of office shall not exceed one year without re-election.
- i. Faculty Advisor:** The Faculty Advisor shall be a non-elected official appointed by the membership. (S) He shall fulfill all duties required by him or her by the University of Delaware as an organizational advisor. (S) He need not be an active member of the organization, however, if (s) he is to participate in training sessions, (s) he must satisfy all membership requirements. Advisor shall be able to dedicate the time and effort to the organization to ensure that it will prosper. The advisor shall have good kitchen knowledge and have full access to the Vita Nova Kitchen in the Trabant University Center.
- j. Qualifications for Officers - All Officers (or Executive Board Members)** must be full time matriculated undergraduate students at the University of Delaware. Any potential officer must be able to complete a full calendar year (i.e. no second semester seniors).
- k. Election of Officers – Elections** will be held each academic year during early to mid April. The official date will be chosen by the current executive board and will notify all members of the date. Elections will be held by “secret ballots” and can be filled out (in the presence of the advisor or a determined executive board member) between 10am and 5pm on the date previously decided upon. There will be no need for nominations, as any amount of people can run for a given position. If there is a tie, the immediate executive board (President, Vice-President, Treasurer, Secretary, and Public Relations) will (in a private room) vote for that given position. If the position in question has a candidate that currently sits on the executive board, the faculty advisor will substitute his/her vote. Elected officers will begin their term on the last day of classes spring semester. If during the semester a position becomes vacant, and election will be held to fill the position. This election will be held with the same rules and standards as regular elections.

- l. Procedure for Disciplining/Removal of Officers – Requests for termination must be written up by any board member or advisor. The executive board and advisor, excluding the member in question, will vote upon this request and the outcome will then be forwarded to the undergraduate chair of the Hotel, Restaurant and Institutional Management Program. The student in question will meet with the undergraduate chair before he may make a decision on the matter. Board members may be terminated for any of the following infractions: lack of attendance to general meetings, board meetings, and club activities; any infraction of University rule and regulations; disregarding the duties set forth to the position he/she was elect to. Any other infractions not listed that may be reasons for dismissal must be approved by the Undergraduate Chair of the Hotel, Restaurant and Institutional Management school, before the board may proceed with termination procedures.
- m. Resignations – An officer may resign at any point within their given term with three weeks prior notice. This officer must perform all his duties for these 3 weeks or until relieved by a replacement. The officer is expected to thoroughly explain his position to the new officer and explain everything that he/she needs to know to perform the job thoroughly.
- n. Officer Transition - Officers should be elected in the spring semester and begin their term on the last day of classes semester. A spring election will allow time for orientation to take place. By electing in the spring, the former officers will still be around to train new officers.

**IV. MEMBERSHIP:** Membership in the organization shall be open to registered students of the University of Delaware whose major is Hotel, Restaurant and Institutional Management or CHEP.

- a. 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.
- b. National Affiliation: There is no national affiliation.
- c. The membership may determine whether or not there shall be any membership fees or dues. The membership fee will be \$20 per person, per academic year. Changes can be made at a meeting of the membership by a majority vote, upon approval of the U.D.C.C. and the

Office of the Dean of Students. Any changes must be updated in the chapter constitution immediately.

- d. Only only the club treasurer will collect all dues. All dues are required within two weeks of the first meeting of the academic year. Any such member joining there after will have two weeks to provide their dues. These individuals that have not submitted dues with the two weeks will not be able to participate in any club meetings or activities until the treasurer receives payment.
- e. Termination of membership: Any member may terminate his membership at any time upon delivery to the Secretary of the organization the effective date of resignation. Upon termination a member shall receive no reimbursement of dues, if dues are indeed collected.
- f. The organization, at its option, may terminate any membership for any infraction of the rules or regulations of the organization or of those of the University of Delaware. A request for dismissal will need to be written up and distributed among the executive board and advisor for a vote of termination. This vote will be by voice and the majority of the votes win. Infractions to be considered for termination those that cause a immediate danger and/or issue with other students, participants, the advisor, the Hotel and Restaurant department and the University of Delaware including its assets. Dues will be non-refundable.
- g. The membership of any student shall be terminated upon graduation, transfer to a major other than HRIM or CHEP, upon withdrawal or suspension from the University.
- h. Liability of Members: No member of the organization shall be personally or otherwise liable for any of the debts, liabilities or obligations of the organization.
- i. Members of the organization may not be in the Vita Nova Kitchen Laboratory unless under direct supervision of the Faculty Advisor or another full-time faculty member of Vita Nova.

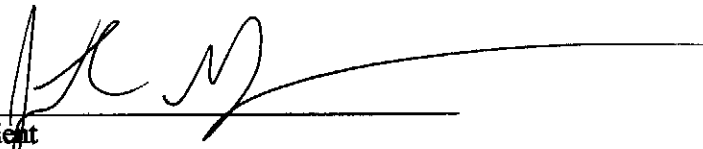
V. MEETINGS: Meetings will be held at least once a month and at certain times, more. In addition to general meetings, we will have cooking, fundraising, and volunteer activities planned throughout the year in addition to monthly meetings. Board meetings will be held at least once a month, which all board members are expected to attend.

VI. QUORUM: At least 15% of club members must be present at any given meeting in order for business to be conducted legally.

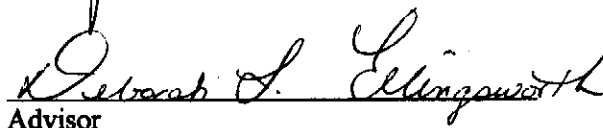
VII. DISBURSAL OF ORGANIZATIONAL ASSETS SHOULD THE GROUP  
BECOME DEFUNCT : All the organizations assets and funds shall be given  
to the University of Delaware Hotel, Restaurant and Institutional Management  
department.

VIII. RULES FOR RATIFYING THE CONSTITUTION: Requires a 2/3 vote of the  
entire membership and advance notice to all members of the proposed change.

IX. RULES FOR AMENDING THE CONSTITUTION: Requires a 2/3 vote of the  
entire membership and advance notice to all members of the proposed change.

  
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President

  
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Advisor

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Program Coordinator

