

The Entrepreneurship Club

Constitution Guidelines

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Entrepreneurship Club for the purpose of imprinting the culture of entrepreneurship on the university's campus and surrounding community.

Articles

- I. **Name of the group** - The organization shall be known as the Entrepreneurship Club.
- II. **Object of the organization** – We will provide educational and networking opportunities to nurture new business ventures, in addition to having available resources to assist student's business endeavors. Our club will also hold event at the University's campus and maintain a forum for discussion of creative business ideas.
- III. **Affiliation with any other group** – We have no affiliation with any other groups.
- IV. **Qualification/Criteria for selecting membership** - Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. A member of this group has to carry a minimum grade point average of 2.5 and he or she can be either a full-time or part-time student. However, only full-time students have the right to vote and they must attend 75% of all meetings. Lastly, there will be no restrictions on the size of the group.
- 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. **No Solicitation** – Members and/or speakers may not use The Entrepreneurship Club and its meetings for any solicitation of their business endeavors.
- VII. **Duties membership** –
 - A. Members shall attend all pre-scheduled and emergency general meetings.
 - B. A member shall participate on at least one standing committee.
- VIII. **List other types of non-voting or representing membership** – Alumni and community members.

IX. Attendance –

- A. Attendance of members at all general meetings is mandatory.
- B. If a member must miss a general meeting, he or she should contact the Secretary, prior to that meeting, for it to be considered an excused absence.
- C. If a member has three unexcused absences in a given semester, that member shall be placed on suspension.
- D. A suspension is defined as a loss of voting privileges and privileges to attend conferences for the following semester.

X. Removal from Office –

Any elected or appointed officer of the Entrepreneurship Club may be removed for failure to complete all duties as outlined within the Constitution and as per the following procedure:

- a. To remove any elected officer of the Executive Board from office, a written statement of intention must be presented by an eligible The Entrepreneurship Club voting (not General) member at a regular The Entrepreneurship Club meeting. Written notification shall then be given by the President or the highest disinterested officer in cases of Presidential impeachment, to the officer or representative being impeached stating the grounds for impeachment and the time and place at which The Entrepreneurship Club will consider the motion for impeachment. Not less than seven days following this notification and at a full meeting of The Entrepreneurship Club, with opportunity for reasonable deliberation on the matter, the motion shall be brought to a vote, passage requiring a simple majority affirmative vote of the most recent total The Entrepreneurship Club voting membership. Following the passage of an affirmative impeachment vote, the impeached officer shall be suspended from his/her duties immediately.
- b. Appeals for a rehearing must be presented to the Executive Board in writing no later than seven days after the impeachment vote. The new hearing shall be held within fourteen days of the appeal request. As much notification as possible shall be given to all voting members of The Entrepreneurship Club. Only one appeal can be granted.

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 the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. This

information is to be used to help your RSO function, so please disseminate the information accordingly. The president will help to appoint all standing and special committees.

Section 2: 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 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. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the Student-Leaders@udel.edu email database.

Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall have signed any checks written by the organization for the purpose of the organization and maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

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. 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, and submitting press releases to the appropriate media.

Section 6: Web Master - 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.

Section 7: Qualifications for Officers - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware. President must have been a voting member of the Entrepreneurship Club for both the fall and spring semesters of that school year in which the election is being held. This person must have also exhibited leadership ability during that previous semester(s). Vice-Presidents must have been a voting member of the Entrepreneurship Club for both the fall and spring semesters of that school year in which the election is being held. This person must have also exhibited leadership ability during that previous semester(s). Secretary must have been a voting member of Entrepreneurship Club for both the fall and spring semesters of that school year in which the election is being held. Treasurer must

have been a voting member of the Entrepreneurship Club for both the fall and spring semesters of that school year in which the election is being held. Knowledge and experience in bookkeeping is recommended.

Section 8: Election of Officers - General elections for Entrepreneurship Club shall be held at a regular meeting determined by the Executive Board prior to the end of the academic year. Nominations will be taken one week prior to the elections. Only voting members may participate in elections. Graduating members may make nominations but may not participate in voting. Officers will assume their positions at the next regular meeting following the elections. Outgoing Executive Officers shall assist the newly elected Executive Officers in their proceedings for the remainder of the academic year.

Section 9: Impeachment –

A. Grounds for impeachment of an executive board or committee officer shall be:

1. The failure to fulfill their duties as listed in the constitution of The Entrepreneurship Club;
2. Improper conduct as determined by the general membership.

B. Procedure for impeachment

1. A petition, signed by one third of the general members, listing the charges against the accused person, shall be presented to the executive board.
2. Within fourteen (14) days of presentation, the petition shall be brought to the floor as motion, at which time discussion of and voting on the charges shall take place.
3. The accused person shall be notified as soon as a petition has been presented.
4. Impeachment of the accused person will result from a three-fourths (3/4) vote of the members.
5. An original impeachment may be appealed by being brought as a motion to the floor.

Section 10: Resignations - In the event that an Executive Officer is unable to fulfill his/her duties and considers resigning for an extended period of time, the remaining Executive Officers shall decide the appropriate action. In the event that a Chairperson is unable to fulfill his/her duties and considers resigning for an extended period of time, the VP of the Committee will take the appropriate action with the approval of the Executive board.

Section 11: Officer Transition - Officers should be elected in the spring semester for the spring of the fall 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. Do not pick the last week of school for elections.

- XII. **Meetings** – The Entrepreneurship Club will meet at least once a month for our general group meetings and twice a month with our executive board. In addition, we would meet with our adviser at least monthly.
- XIII. **Dues (if appropriate)** – There will be no dues collected.
- XIV. **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 is generally required to approve by-laws or changes in existing by-laws.
- XV. **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.
- XVI. **Establishment of Committees** - Committees shall be established as needed under the authority of the president and shall report their doings to the executive board.
- XVII. **Selection of an Adviser** – The advisor will be chosen by the executive board and their qualifications presented by them to the officers. After presentation a vote would be carried and majority rules.
- XVIII. **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.
- XIX. **Define a quorum** - The minimum number of members who have to be present at a meeting in order for business to be conducted legally will be 30%-50% of the total amount of members in the club.
- XX. **Rules for Ratifying the Constitution** - Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.
- XXI. **Rules for amending the Constitution** - Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.
- XXII. **Signatures** -

Kyle S. Kiley
 President

9 Dec 2005
 Date

[Signature]
 Advisor

16 Dec 2005
 Date

[Signature]
 Program Coordinator

Jan 20, 2006
 Date