

Constitution of Retail and Design Club

Article I: Name

Section 1: The official name of this organization shall be Retail and Design Club, hereafter referred to as RAD.

Article II: Purpose

Section 1: The purpose of this organization shall be to create an environment that allows members to explore the many sectors of the merchandising industry and gain career experiences through networking, community outreach and club events.

Article III: Affiliations

Section 1: This organization is affiliated with Drexel University as a recognized student organization.

Article IV: Membership

Section 1: Active members shall be defined as those who are able to attend at least three out of the five quarterly meetings whether they are in class or currently on co-op.

Section 2: In active members shall be defined as those who are unable to attend the minimum meeting attendance requirement.

Section 3: Membership in this group shall be open to all who are interested and ... (list the criteria for membership to your organization, if applicable)

Section 4: Membership of this organization shall consist of 18 students enrolled at Drexel University.

Section 5: Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, age, veteran status, sexual orientation, and/or ability.

Section 6: General Members shall have the authority to vote, take an active role in training and learning more about the organization, shall assist in establishing and implementing the club goals and objectives, shall complete all membership

requirements in a timely manner and shall promote a positive image of RAD and conduct themselves in a professional manner consistent with RAD standards and Drexel University guidelines.

Article V: Officers

Section 1: President

- A. Shall only vote in the event of a tie, with the exception of Executive Board elections.
- B. Shall preside over all Executive Board and General Board meetings.
- C. Shall create agendas for all Executive Board and General Board meetings.
- D. Shall oversee and coordinate the leadership and professional development of all members.
- E. Shall serve as the official spokesperson and representative of RAD to the Drexel University community.
- F. Shall oversee all members and events to ensure compliance with this Constitution and Drexel University Policies.
- G. Shall assist as needed over judicial meetings and execute disciplinary actions in collaboration with the Vice President.
- H. Shall serve as the primary point-of-contact to the Advisor.
- I. Shall meet on as necessary with the Advisor.
- J. Shall promote a positive image of RAD and conduct themselves in a professional manner consistent with RAD standards and Drexel University guidelines.

Section 2: Vice President

- A. Shall have the authority to vote.
- B. Shall assume the position of acting President in the absence of the President.
- C. Shall communicate and help coordinate guest speakers and organizations associated with RAD and our events.
- D. Shall assist with recruiting new members.
- E. Shall be responsible for executing any disciplinary action within the club and it's members.
- F. Shall oversee and coordinate elections for the following year's executive board.

- G. Shall promote a positive image of RAD and conduct themselves in a professional manner consistent with RAD standards and Drexel University guidelines.

Section 3: Treasurer

- A. Shall have the authority to vote.
- B. Shall maintain an up-to-date financial record of all RAD business transactions.
- C. Shall meet with each director when necessary to reconcile committee budgets and records.
- D. Shall report any large or unusual expenditures at RAD Executive Board meetings.
- E. Shall coordinate the annual allocation request for the SAFAC and the End of the Year Report.
- F. Shall process any paperwork, deposits, and requests in a timely manner.
- G. Shall assume position of acting Secretary in the absence of the Secretary.
- H. Shall update Executive Board on budget allowances at least every other Executive meeting.
- I. Shall promote a positive image of RAD and conduct themselves in a professional manner that is consistent with RAD standards and Drexel University guidelines.

Section 4: Secretary

- A. Shall have the authority to vote.
- B. Shall assume the position of acting Vice President in the absence of the Vice President.
- C. Shall maintain up to date minutes for all Executive board and General board meetings.
 - i. Meeting minutes shall be distributed via e-mail after respective meetings.
 - ii. Amendments to the meeting minutes shall be documented by the Secretary.
- D. Shall be responsible for maintaining an inventory of all office supplies.
- E. Should maintain organized notes and paperwork for RAD.
- F. Shall maintain and distribute a current list of members' contact information.
- G. Shall maintain a list of meeting times and locations.
- H. Shall maintain an attendance list for all General and Executive Board meetings.
- I. Shall maintain email account

J. Shall promote a positive image of RAD and conduct themselves in a positive and professional manner that is consistent with RAD standards and Drexel University.

Section 5: Social Media Chair

- A. Shall have the authority to vote
- B. Shall assume the position of acting Public Relations Coordinator in the absence of the PR Chair
- C. Shall assist in formatting and running social media pages and profiles
- D. Shall have access to R.A.D. Club's social media accounts and email account
- E. Shall report social media news to executive board members
- F. Shall provide general board, club members, and potential members with up-to-date club information and activities
- G. Shall follow board members accounts to ensure that they are representing RAD in an appropriate manner
- H. Shall have a say in how club events are advertised and promoted
- I. Shall have a say in which and in what ways club merchandise is distributed
- J. Shall work with the Public Relations Chair to put forth appropriate social media coverage of the Retail and Design Club
- K. Shall promote a positive image of the Retail and Design Club and conduct themselves in a professional manner consistent with RAD standards and Drexel University guidelines

Section 6: Public Relations Chair

- A. Shall have the authority to vote.
- B. Shall work with Social Media Chair to create and execute a social media plan
- C. Shall have a clear description of RAD's brand image and identity.
- D. Shall contribute to how club events are advertised and promoted
- E. Shall assist in creating and distributing club merchandise

Section 7: Event Coordinators (2)

- A. Shall have the authority to vote
- B. Shall create and coordinate events for the club, which includes but is not limited to: social and service events
- C. Shall meet with treasurer in advance before every event
- D. Shall always be open to recommendations
- E. Shall discuss every event between each other and the other officers
- F. Shall organize events in a timely and prompt manner
- G. Shall correspond with the secretary/ PR/ Social Media officers for making events public
- H. Shall promote positive image for RAD

Section 8: The term of each office shall be the end of spring term in which the officers are elected through the following spring term of the next academic year.

Article VI: Advisor

Section 1: The organization advisor must be a full-time member of the faculty, administration, or professional staff of Drexel University.

Section 2: The duties and responsibilities of the advisor shall be to:

- A. Have basic knowledge as to the history, structure, and purpose of the organization
- B. Be aware of the group's finances and budget, as your approval may be needed for financial transactions
- C. Provide useful guidance to help the student organization identify and attain its goals
- D. Be knowledgeable of University policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization
- E. Maintain ongoing contact with club officers

Section 3: Should the advisor position become vacant during the year club officers select contenders, then all general body members will vote.

Article VII: Meetings

Section 1: Regular meetings of the organization shall be held on a set day and time that will be determined by a club member vote on a quarterly basis.

Section 2: Special meetings of the organization shall be held outside of the regular meeting day/time. The President can call these meetings a week or more in advance.

Section 3: For the transaction of business and voting, a quorum must be obtained. Quorum is defined as the minimum percentage of members required to be present. The organization requires $\frac{2}{3}$ of members for the transaction of business.

Article VIII: Finances

Specify any information to the management of finances including, but not limited to dues, funding process, fundraising, voting, budgets, etc.

Article IX: Hazing Statement

Membership should be a valuable and beneficial experience for all students. Leadership of this organization shall provide its new and current members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

Article X: Amendments

Section 1: The constitution shall only be amended when $\frac{2}{3}$ of members are in attendance and then 75% or more of the club members vote accordingly to make an amendment. The advisor should also be consulted during the process of Constitutional amendment(s).

Section 2: Amendments shall be proposed to the Executive Board, then they shall vote on whether it should be taken to the General Body members for further discussion and voting.

Bylaws of Retail and Design Club

Article I: Membership

Section 1: Membership shall be open to undergraduate students of Drexel University

Section 2: Active membership responsibilities include attending at least three out of the five quarterly meetings whether they are in class or currently on co-op. Inactive membership responsibilities and duties shall include being unable to attend the minimum meeting attendance requirement.

Article II: Selection or Election of Officers

The selection/election of officers shall be done by a club vote, presided over by the General Board at the beginning of the spring term of each year. Officer candidates must be members of the club for a minimum of two terms prior to the election.

The provisions for removal of an officer include failing to fulfil their responsibilities outlined in the Constitution.

Article III: Selection or Election of Advisor

The selection/election of the advisor shall be done by a general body vote after the officers have chosen a few candidates. The provisions for removal of an advisor include failing to meet the responsibilities outlined in the Constitution.

Article IV: Amendment

These bylaws may be amended by a General Body vote of a simply majority when at least $\frac{2}{3}$ of members are in attendance.

Date ratified:

Date revised: