C.Y.P.H.A
Creative Youths Promoting Hip-Hop Awareness

Constitution

Last Ratified/Approved: May 2004
Article I.

Name

The name of this organization shall be Creative Youths Promoting Hip-Hop Awareness, also referred to as CYPHA.

Article II.

Mission Statement

While attending Drexel University, CYPHA will socially and academically unite all current students with a passion for Hip-Hop, regardless of race, religion, national origin, gender, sexual orientation, ability, or social class, to indulge in the culture and educate members, non-members, and local children about the true essence and power of Hip-Hop.

Article III.

Membership

Section I: Definition of Membership

Membership of CYPHA is available to all full-time undergraduate students attending Drexel University regardless of race, religion, national origin, gender, social class, sexual orientation, or ability. To be considered as an active member, the student must submit a completed application with a ten-dollar fee.

Section II: Rights of Members

a. All members have the right to vote in CYPHA elections.
b. All members have the right to hold office if qualified and elected, unless previously impeached.
c. All members have the right to speak and have an equal voice at the general meetings.
d. All members have the right to assist and participate in all events.
e. All members have the right to receive current copies of the constitution.
f. All members have the right to object to, and discuss any discrepancies about the current constitution.
Article IV.

Organizational Structure

The organization will be divided into two branches: The Executive and Assembly. The Executive Board and the general body will represent the two branches respectively.

Section I. Executive Board (E-Board) Duties

a. The E-Board for CYPHA will be composed of a President, Co-President, Treasurer, Secretary, Public Relations Officer, and Event Coordinator.
b. The E-Board is responsible for the general well-being of the organization.
c. The E-Board will be a direct link between the Assembly and the University Administration.
d. The E-Board is responsible for scheduling and conducting meetings, and presenting all ideas to the Assembly in a professional manner.
e. An E-Board member has the right to hold their office for four terms beginning with the fall term of the school year.

Section II. Executive Board Elections

a. Elections will be held during the winter term of each year.
b. The Assembly, according to the E-Board Election requirements, appoints members of the E-Board.
c. The Assembly and current E-Board is entitled to one vote per position.
d. An E-Board member cannot vote himself or herself for the same position that they currently hold.
e. To be elected for any position on the E-Board, the current member must complete the E-Board Application process and attend one SOOT seminar.
f. If a member of the E-Board transfers from Drexel University or resigns, the E-Board will appoint a replacement eligible for the withdrawn position. The elected member may hold the position until the next scheduled elections. If elections are completed before the resignation, the elected student will immediately hold office.
g. An E-Board member who drops below full-time status by Drexel University’s standards in their last academic term of office may continue to hold that office until their term expires.
h. Any newly elected E-Board member is responsible for “shadowing” the current E-Board member one-term prior to start of the fall term.
i. The current E-Board and the newly elected must complete the budget for the preceding fiscal year as a committee.
Article V.  

**Advisor**

The advisor must be full-time faculty or professional staff member of Drexel University. The most important aspect of the advising relationship is that of a mutual agreement about the role of the advisor. The advisor should:

a. Have basic knowledge of the history, structure and purpose of the organization.
b. Be aware of the organization’s finances and budget, as his or her 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 procedures, civic ordinances and state and federal laws that affect the activity of the organization.
e. Maintain ongoing contact with the officers of the organization.

Article VI.  

**Executive Board**

**The President**

The President must be a full-time undergraduate student. He/She will serve as Chief Executive of the organization and preside over all general meetings. He/she shall direct all necessary transactions and monitor all organizational plans. He/she shall sign all written instruments such as account all account transactions, and submitted forms to SAFAC and The Office of Student Activities. The President shall not vote in any elections unless a tiebreaker is needed. The President is responsible for organizing and delegating any necessary committees. The President is permitted to nominate and appoint officer positions. He/She is also allowed to reject any office nominations. The President shall do any swift decisions needed. All such actions shall be reported at the earliest general meeting.

**Co-President**

The Co-President must be a full-time undergraduate student. The Co-President chair is created specifically to adhere to Drexel University’s Co-op Program. The Co-President shall take full responsibility of the President’s duties while he/she is on co-op. It is preferred that the Co-President and President have alternating co-op terms. While either the President or Co-President is on co-op their duties shall be to assist the “non co-op” officer in his/her duties. At any given time, the Co-
President and President can preside interchangeably over any happenings within the organization.

**Secretary**
The Secretary must be a full-time undergraduate student. The Secretary shall be responsible for keeping the minutes at every meeting. He/She shall also be responsible for reciting the minutes of any previously held meetings, and recite any decisions or actions taken by any committee. The Secretary shall also be responsible for keeping track of attendance and membership. He/She should work with the Treasurer to ensure that everyone on the roster is a due-paying member of CYPHA. He/She shall have up-to-date records of records except the financials. He/She shall be responsible for nomination and ballots for the election process.

**Treasurer**
The Treasurer must be a full-time undergraduate student. The Treasurer shall keep a faithful and up-to-date records of all monies received and disbursed and have a report available for review at each regular meeting. The Treasurer shall be prepared to give a detailed report at any time to the officers of the organization he/she shall submit the financial records of the organization to the president two weeks before the term of his/her office expires. The Treasurer shall propose a balanced budget to the officers reflecting estimated income and disbursements for the upcoming year.

**Public Relations Officer**
The Public Relations Officer must be a full-time undergraduate student. The Public Relations Officer shall develop positive relationships with other organizations on campus. He/She shall work in accord with the Event Coordinator to organize co-sponsored programs with other organizations. He/She shall also work with the President in soliciting sponsorship from companies and venues in Philadelphia.

**Event Coordinator**
The Event Coordinator must be a full-time undergraduate student. The Event Coordinator shall assist the President in planning/organizing events on campus. He/She shall reserve rooms and other necessary equipment for meetings and events. He/She shall also organize all event ideas and present to the President a plan of events for the upcoming term.
Article VII.

Ratification

The President must first address any proposed ratification to the Constitution. The President will then address the E-Board and Assembly with the proposed ratification and will proceed to vote for its implementation. A two-thirds majority vote is required for any ratification to take effect.

Article VII.

Amendments

For an Amendment to pass the following must be completed in order:
1. Amendments must be proposed to the entire Executive Board.
2. Two thirds of the Executive Board must agree to pass the Amendment.
3. If passed, the Amendment must be presented before the Assembly.
4. The majority of the Assembly must vote to pass.
5. The President enters the Amendment into the constitution.

Article VIII.

Dissolution

When wanting to dissolve CYPHA, the Executive Board must hold a meeting with all Drexel University students involved in the club, members and non-members. Two-thirds of the body must vote to pass. If there are no participants in the organization, the executive board must vote to dissolve CYPHA. Two-thirds vote allows the motion to pass.