

**Animal Care Club
BYLAWS**

ARTICLE 1.-NAME.

The name of this organization shall be Animal Care Club.

ARTICLE 2.- PURPOSE

Animal Care Club is recognized student organization at Clarion University. Animal Care Club is committed to promoting the animal-human bond and nurturing relationships with companion animals, which are guided by compassion.

In addition, it is our mission to provide resources to pets and owners in need to support whole-life care. We also aim to promote the animal-human bond through outreach, education, volunteering services for animals, and animal-human interaction activities. Our goals include encouraging students to volunteer for animal organizations, fundraising for shelter pets, getting involved with the community, and organizing/attending charity events.

Benefits to joining this organization include opportunities to volunteer at local animal shelters, being surrounded by caring people who are working towards the common goal of helping animals and making new friends with similar interests.

ARTICLE 3.- MEMBERSHIP

Section 1. Membership Requirements

- a) This is a volunteer-based organization, and does not have a minimum GPA or major requirement.
- b) Members must be students currently enrolled at Clarion University.
- c) It is recommended but not required that students who want to join this club have an interest in animals.
- d) Members must attend at least one meeting per semester to be considered an active member of Animal Care Club.
- e) Students interested in Animal Care Club may contact any of the officers of the club or the faculty advisor listed on CUConnect.

Section 2. Membership Fees

- a) Members will be required to pay a one-time membership fee of \$10 after joining the club.

Section 3. Dismissal of Members

- a) Members may be dismissed if they have not attended at least one meeting throughout the semester. Membership dismissal will be voted on by officers of the club.

ARTICLE 4.- DUTIES AND ELECTIONS OF THE OFFICERS.

Officers are asked to attend at least ¾ of all meetings in any semester.

Section 1.1 President

- a) The President of Animal Care Club will be responsible for setting a meeting time at the beginning of every semester, which attempts to meet the schedules of a majority of club members.
- b) The President will also be responsible for regularly checking for and responding to any emails from club members regarding club activities.
- c) The President will be responsible for running meetings in an organized and efficient manner by starting and ending at the agreed upon times. He or she will also be responsible for making announcements and getting reports from the other officers.
- d) The President will work towards accomplishing established goals and objectives of the semester.
- e) The President is given the power of a casting vote in the event of tie when voting on club related activities and the election of officers.
- f) The President will be responsible for organizing any fundraising events or club activities.

Section 1.2 Vice President

- a) The Vice President will be responsible for taking over the responsibilities of other officers in the event that he or she is unable to attend a meeting.
- b) The Vice President will be responsible for informing members about upcoming events and meetings.
- c) The Vice President will be responsible for creating and distributing posters advertising Animal Care Club Events.
- d) The Vice President will be required to work in unison with the President to organize any fundraising events or club activities.

Section 1.3 Secretary

- a) The Secretary will be responsible for taking minutes at every meeting and make a report at the beginning of a meeting about the previous meeting. The secretary will also keep track of votes in the minutes.
- b) The Secretary will also be responsible for contacting community organizations about student volunteering opportunities and fundraising for shelters.

Section 1.4 Treasurer

- a) The Treasurer will be responsible for tracking Animal Care Club funds and reporting on any changes that have been made to the fund since the previous meeting
- b) The Treasurer will be in charge of coordinating fundraising events with the Student Senate.

Section 2. Election Process

- a) Office holders for Animal Care Club will serve one full year-long term.
- b) Members will anonymously nominate candidates for officer positions at the end of the year. Any current member can refuse nomination if he or she so chooses. If a member is nominated for more than one officer position, his or her selection will depend on the maximum number of votes received. If member is nominated in more than one officer position and receives the highest votes for both positions, then he or she gets to choose their preferred position.
- c) Voting for officer positions will be done at the last meeting of the school year.
- d) Voting will be done anonymously by all members who attend the meeting. A majority vote will be necessary for any candidate to win office. In the case of a tie the election will be repeated until the tie is broken.
- e) Newly elected officers will assume their responsibilities at the end of the last meeting of the semester.

Section 3. Majority Vote

- a) A majority vote, at least 51% of members, will be required for the approval of all club related activities and the election of officer positions. If there is a tie, then the President is given the power of a casting vote.

ARTICLE 5.-ROLE OF CAMPUS ADVISOR.

Section 1.

- a) The Faculty Advisor will be voted on by Animal Care Club Officers.
- b) At the end of the year, the Faculty Advisor will be reviewed by the officers of Animal Care Club. The advisor will then be asked to renew his or her commitment to the Animal Care Club for another year unless members find a better-suited faculty member to take the position of Faculty Advisor.

Section 2.

- a) The Faculty Advisor has the power to veto any club activity or fundraising event he or she believes is not in the club's best interest.
- b) The Faculty Advisor will be responsible for advising Animal Care Club members within the framework of the constitution and with the club's best interest in mind.
- c) He or she will also be involved in planning for fundraising activities and developing a club budget.

Note: Advisors do not get a vote in the election process.

ARTICLE 6.-MEETINGS.

Section 1. There will be one meeting per month during the school year. Meeting schedules will be determined at the beginning of the semester.

Section 2. There is a quorum of 1/2 of members. In the event that less than 1/2 of members are present then no major decisions regarding club activities will be made.

Section 3. For meetings to proceed, the majority of members must be present to vote on any club activities or events.

Section 4.

- a) All meetings will begin with a summary of the decisions made at the previous meetings after attendance has been taken.
- b) The floor will then be open for members to bring up and matters arising from the last minutes.
- c) A financial statement will then be presented by the Treasurer.
- d) Reports regarding upcoming events or fundraising opportunities will then be presented by the President and discussed by members of Animal Care Club.
- e) General business and recommendations for club activities will be open for discussion by members.
- f) Motions discussed will be put forward and voted on by present club members.
- g) The next meeting will be arranged and voted on if a date or place has not yet been set.

Section 5. Special meetings: The President and/or advisor have the authority to schedule a special meeting to discuss officer responsibilities and if needed to plan and prepare for club events. Members will be notified through email.

ARTICLE 7.-FINANCES AND FUNDING.

Section 1. There will be a one-time membership fee due required to become an official member of Animal Care Club. After payment the student will remain an active member of Animal Care Club as long as he or she adheres to membership requirements.

Section 2. In the event that a member quits or is dismissed, there will not be a refund of the one-time membership fee.

Section 3. Money will be requested from the student senate for specific events. The club intends to have fundraisers to support all other events or activities.

Section 4. The expenses of the club will mostly rely on fund-raising events. Members are asked to contribute time or other resources if possible to participate in fund-raising events. Participation in fund-raising events is voluntary and not required but greatly appreciated.

ARTICLE 8.-AMENDING, SUSPENDING, AND ACCEPTING.

Any amendments or changes to this Constitution must be done by a 2/3 majority vote by all members who have paid their membership fee. All changes must be ratified by the Faculty Advisor who may veto a change he or she feels is against Animal Care Club's best interest.

All changes to the Bylaws must be approved by the Student Senate, the Vice President of Student Affairs, and the President of Clarion University.

ARTICLE 9.-RATIFICATION.

These Bylaws, and its amendments, shall become effective upon ratification by the members of Animal Care Club and following the approval of the Student Senate of Clarion University of Pennsylvania, the Vice President for Student & University Affairs, and the President of Clarion University.
