

Constitution of the Companion Animal Club  
Revised Spring 2004

Article I Name and Purpose

Section 1. This organization shall be known as the Companion Animal Club.

Section 2. The purposes of this club are as follows:

- A. To enhance knowledge, promote interests, and provide enrichment opportunities to students regardless of species interest, expertise, or age.
- B. To promote the development of organized companion animal activities.
- C. To celebrate the contributions made by pets to the emotional and physical well being of their owners.
- D. To promote responsible pet ownership.
- E. To develop competent leadership among student members.
- F. To provide services and enhance knowledge of companion animals to the community.

Article II. Membership

Section 1. Requirements

- A. Membership is open to any undergraduate or graduate student enrolled with the university who agrees to uphold this constitution and the purposes of the club and has paid the fee of five dollars per semester.

Section 2. Privileges

- A. Each member has the right to one vote on all matters concerning the club, activities, election of its officers and other business as governed by these laws. Also, each member is entitled to participate in any activity restricted to club members.

Section 3. Responsibilities of Members

- A. Promote the purposes of the club as outlined in Article I of this constitution and support club activities by active participation.
- B. Support the elected officers of the club and abide by the decisions they make under the powers delegated to them by this constitution.

Article III. Officers

Section 1. List of Officers

A. The elected officers of this club shall be the President, Vice President, Secretary, Treasurer, Activities Coordinator, and two Agri-Life Council Representatives (one of which will be the Vice President). These officers, coordination advisors, and committee chairs comprise the executive committee. In addition, former club Presidents may serve as ex-officio members of the executive committee.

## Section 2. Requirements

A. All officers of the club, except faculty members, shall be undergraduates or post-degree students. All candidates for office must have been an active, dues-paying member of the club for one semester and must be available for a meeting in which current officers will describe the responsibilities and activities of their position.

## Section 3. Elections

A. Elections of officers shall be the last meeting of each school year.

B. Nominations may be made from the floor at the second to last meeting of the school year and will remain open until the following meeting. The nominees will have to attend the meeting mentioned in Section 2 of Article III. Nominations and elections are not to be held at the same meeting. Nominees must be present to be voted upon unless extenuating circumstances exist. In such a case, the executive committee shall review the situation and decide prior to elections if the candidate is eligible.

C. Voting shall be by pre-printed ballot. All dues paying members, current officers, and candidates running for office are eligible to vote. A majority of all votes cast will be necessary for election. If there are three or more candidates for one office and no candidate receives a simple majority (i.e., a tie), the candidate receiving the smallest number of votes shall be declared eliminated, and the balloting continues in the same manner for the remaining candidates until one shall have received a majority. If there is a tie between the only two candidates running for office, the current officers present shall constitute a committee and will vote for that position (if a current officer is one of the candidates in the tie, (s) he cannot vote). If there is not a majority vote within this committee, the lowest ranking officer shall be eliminated from this committee and another vote taken. Officers are ranked according to the order in which their duties appear in Article III, Section 4 of this constitution, which begins with the highest ranked officer.

D. No member shall hold more than one office per term. No one shall hold the same office for more than two consecutive terms. A term shall be two semesters long for all offices.

E. Any officer not fulfilling the duties of his or her office may be removed by a vote of two-thirds majority of those dues paying members of the club present at a regular meeting. This vote can take place only after specific charges have been filed and investigated by a review committee, consisting of the executive committee and one non-officiating member of the club who is elected when the charge is filed.

F. If an officer other than the President steps down or must leave for any reason, nominations will be taken from the floor and a simple majority will fill the vacated position. The Vice President automatically takes the President's position if (s)he steps down. Elections will then be taken for the Vice Presidential position.

G. The officers provided for in Article III, Section I, shall constitute the executive committee of the club, two thirds of whom shall constitute a quorum for the transaction of any business not requiring actions by the club at a regular, special, or executive committee meeting. Former club Presidents can serve as ex-officio student advisors.

#### Section 4. Duties, Responsibilities, and Powers

##### A. President

1. Is bound by the provisions of this constitution and is responsible for upholding the rules of this constitution.
2. Presides over regular club meetings and regularly scheduled executive committee meetings.
3. Keeps in close contact with all officers, assures that they carryout their respective duties, and prepares them for upcoming meetings and special events.
4. Appoints committees which are not otherwise provided for in this constitution, or which may be authorized by voting of the club at any business meeting and serves as an ex-officio member of all standing committees (as stated in Article VI, Section 1).
5. Acts as a liaison with other clubs, the University, faculty, and advisors.
6. Is expected to attend all meetings and events sponsored by the club.
7. Turns over all pertinent materials to the newly elected President at the end of his/her term.

##### B. Vice President

1. Is bound by the provisions of the constitution.
2. The Vice President should keep in close contact with committee chairpersons and attend committee meetings when necessary and serves as an ex-officio member of all standing committees (as stated in Article VI, Section 1).
3. The Vice President shall preside over meetings in the absence of the president.
4. Serves as an Agri-Life Council Representative (as stated in Article III, Section 4, Part F) in absence of elected Agri-Life Council Representatives.
5. Is expected to attend all meetings and events sponsored by the club.
6. Turns over all pertinent materials to the newly elected Vice President at the end of his/her term.

##### C. Secretary

1. Takes minutes at all regular meetings.

2. When necessary, reads minutes from the prior meeting and allows for revisions.
3. Receives any general club mail.
4. Is responsible for keeping a file of all club records and copies of all paperwork.
5. Is responsible for sending invitations for the first club meeting and mixer to all incoming freshmen.
6. Writes correspondences and thank you notes when appropriate.
7. Supplies members with important forms such as a calendar of events and a club roster, when needed.
8. Is responsible for providing a description of club activities for inclusion in the Undergraduate Newsletter each month.
9. Will serve as head of a public relations committee that will be responsible for the advertisements and events.
10. Is responsible for alerting club members of upcoming meetings and events.
11. Is expected to attend all meetings and events sponsored by the club.
12. Turns over all pertinent materials to the newly elected Secretary at the end of his/her term.

#### D. Treasurer

1. Present to club, when needed, a complete report on the club's financial status.
2. Receive and record all incoming monies and keep record of all receipts.
3. Arrange to pay all bills promptly.
4. Approve all fund-raisers in accordance with the University Solicitation Policy.
5. Responsible for preparing the end of the year budget for presentation to the Agri-Life Council.
6. Heads a fund-raising committee with Activities Coordinator to help create and plan fund-raising events.
7. Ensures that a pre-determined percentage of fund-raising profits is donated to a non-profit organization chosen by the executive committee.
8. Is expected to attend all meetings and events sponsored by the club.
9. Turns over all pertinent materials to the newly elected Treasurer at the end of his/her term.

#### E. Activities Coordinator

1. Is responsible for all club activities including social events and regular meeting topics/speakers. Can delegate other officers to arrange topics/speakers for meetings.
2. Can appoint special committees to help carry out duties.
3. Heads a fund-raising committee with Treasurer to help create and plan fund-raising events.
4. Is expected to attend all meetings and events sponsored by the club.
5. Turns over all pertinent materials to the newly elected Activities Coordinator at the end of his/her term.

#### F. Agri-Life Council Representatives

1. Shall attend all Agri-Life Council meetings.
2. Shall represent the Companion Animal Club at Agri-Life Council meetings and functions.
3. Convey information to the club about Agri-Life Council and College of Agriculture and Life Sciences activities.
4. Is expected to attend all meetings and events sponsored by the club.
5. Turns over all pertinent materials to the newly elected Agri-Life Council Representatives at the end of his/her term.

#### G. Publicity Chair

1. Must work closely with the President and Activities Coordinator to publicize all meetings and other events.
2. Will organize a committee of club members to help hang flyers posters and other advertising tools.
3. Will work with the secretary to arrange articles presented in the Animal Science Newsletter and other newspapers or articles.
4. Is expected to attend all meetings and events sponsored by the club.
5. Turns over all pertinent materials to the newly elected Agri-Life Council Representatives at the end of his/her term.

#### H. Advisor(s)

1. Shall be the official non-voting representatives between the club and the Department of Animal Science.

2. Counsel with the officers, members, and committees of the club.

3. Shall be faculty members of the Department of Animal Science.

#### Article IV. Amending the Constitution.

Section 1. This constitution shall become effective when it has been adopted by a two-thirds vote of the dues paying members present at any regular meeting called for that purpose.

Section 2. This constitution may be amended at any time by a two-thirds majority vote of the active, dues paying membership, subject to the review of the coordinating advisor(s).

#### Article V. Meetings

Section 1. The regular meetings of the club shall be held alternating Wednesdays of each month during the school year, except during regularly scheduled exam periods. Meeting dates may be adjusted to accommodate scheduling conflicts such as school breaks and other events.

Section 2. The executive committee may call special meetings at any time.

Section 3. All meetings will be conducted in an orderly fashion and at the discretion of the President by Robert's Rules of Order.

#### Article VI. Committees

##### Section 1. Appointments of Committees

A. The executive committee shall appoint such committees as are deemed necessary and name chairpersons to those committees. The President and Vice President shall be ex-officio members of the committees.

#### Article VII. Non-Profit Classification

Section 1. This organization is non-profit and no profit will be used to the benefit of any individual as is recognized by the Department of the Secretary of State of North Carolina.

Section 2. In the event of dissolution of the organization, any remaining assets would be distributed among the state as indicated in the Articles of Incorporation.

# Constitution of the Companion Animal Club

## Revised Spring 2000

### Article I Name and Purpose

Section 1. This organization shall be known as the Companion Animal Club.

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- D. To promote responsible pet ownership.
- E. To develop competent leadership among student members.
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### Article II. Membership

#### Section 1. *Requirements*

A. Membership is open to any undergraduate or graduate student enrolled with the university who agrees to uphold this constitution and the purposes of the club and has paid the fee of five dollars per semester.

#### Section 2. *Privileges*

A. Each member has the right to one vote on all matters concerning the club, activities, election of its officers and other business as governed by these laws. Also, each member is entitled to participate in any activity restricted to club members.

#### Section 3. *Responsibilities of Members*

A. Promote the purposes of the club as outlined in Article I of this constitution and support club activities by active participation.

B. Support the elected officers of the club and abide by the decisions they make under the powers delegated to them by this constitution.

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#### Section 4. *Duties, Responsibilities, and Powers*

##### A. *President*

1. Is bound by the provisions of this constitution and is responsible for upholding the rules of this constitution.
2. Presides over regular club meetings and regularly scheduled executive committee meetings.
3. Keeps in close contact with all officers, assures that they carry out their respective duties, and prepares them for upcoming meetings and special events.
4. Appoints committees which are not otherwise provided for in this constitution, or which may be authorized by voting of the club

at any business meeting and serves as an ex-officio member of all standing committees (as stated in Article VI, Section 1).

5. Acts as a liaison with other clubs, the University, faculty, and advisors.

6. Is expected to attend all meetings and events sponsored by the club.

7. Turns over all pertinent materials to the newly elected President at the end of his/her term.

*B. Vice President*

1. Is bound by the provisions of the constitution.

2. The Vice President should keep in close contact with committee chairpersons and attend committee meetings when necessary and serves as an ex-officio member of all standing committees (as stated in Article VI, Section 1).

3. The Vice President shall preside over meetings in the absence of the president.

4. Serves as an Agri-Life Council Representative (as stated in Article III, Section 4, Part F).

5. Is expected to attend all meetings and events sponsored by the club.

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12. Turns over all pertinent materials to the newly elected Secretary at the end of his/her term.

D. *Treasurer*

1. Present to club, when needed, a complete report on the club's financial status.
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3. Arrange to pay all bills promptly.
4. Approve all fund-raisers in accordance with the University Solicitation Policy.
5. Responsible for preparing the end of the year budget for presentation to the Agri-Life Council.
6. Heads a fund-raising committee with Activities Coordinator to help create and plan fund-raising events.
7. Ensures that a pre-determined percentage of fund-raising profits is donated to a non-profit organization chosen by the executive committee.

8. Is expected to attend all meetings and events sponsored by the club.
9. Turns over all pertinent materials to the newly elected Treasurer at the end of his/her term.

E. *Activities Coordinator*

1. Is responsible for all club activities including social events and regular meeting topics/speakers. Can delegate other officers to arrange topics/speakers for meetings.
2. Can appoint special committees to help carry out duties.
3. Heads a fund-raising committee with Treasurer to help create and plan fund-raising events.
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Section 1. The regular meetings of the club shall be held alternating Mondays of each month during the school year, except during regularly scheduled exam periods. Meeting dates may be adjusted to accommodate scheduling conflicts such as school breaks and other events.

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**RELEASE**

For and in consideration of my participation in the Companion Animal Club trip to the Wilds and the Columbus Zoo in Ohio ("the destination") from March 5, 2004 through March 8, 2004 I, \_\_\_\_\_, being 18 years of age or older do hereby release the Companion Animal Club, its officers and members, North Carolina State University, its trustees, its officers, officials, agents, and employees, from any and all responsibility or liability for personal injury or property damage that may be sustained by me during or because of my participation in the Trip.

Further, I am fully aware of the many risks and hazards that could be involved with traveling to and from the destination. Such risks include but are not limited to possible personal injury from motor vehicle or other transportation accidents. I agree that I will take responsibility for my transportation to and from the destination. Should I choose to drive during the course of this Trip, I agree that I am a duly licensed and insured driver in good standing, having been licensed by the North Carolina Department of Motor Vehicles. I further agree that I have the correct type of license to drive the vehicle that I may choose to drive.

I also understand that I am fully and solely responsible and liable for my own actions whether they are intentional or negligent. I agree to indemnify North Carolina State University and the Companion Animal Club for any and all damages and costs I might incur for my attendance on this Trip for which they might be held liable. Such possible damage and costs include but are not limited to hotel costs and possible damages, transportation costs and possible damages, and any other damages I might cause as a member of this group to anyone else participating in the Trip or with whom I have contact while on this Trip.

Further, I agree that I will abide by the North Carolina State University alcohol and drug policy, as well as the state, local ordinances and federal statutes that deal with this and other possible criminal acts. I further understand that there is to be no possession or consumption of alcohol or illegal drugs in the transportation vehicle or in the hotel room at any time during this trip. I further agree that I will not attempt to drive any vehicle after having consumed drugs or alcohol. I will further take full responsibility that the driver of the vehicle in which I may be a passenger also is not impaired from consuming any alcohol or drugs prior to driving vehicle

This agreement is governed by laws in the State of North Carolina. I have carefully read the foregoing release and understand its contents. I understand and have considered the possible risks involved with my participation in the Trip. I sign this agreement of my own free will and intend to be bound by its terms.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2003

BY: \_\_\_\_\_  
*Print name*

\_\_\_\_\_  
*Signature* (Seal)