



Animal Advocates Club Constitution

Article I - Name

Section 1 - The name of this club is Lander Animal Advocates club.

Article II - Purpose/ Mission Statement

Section 1 - The purpose of the Lander Animal Advocates club is to educate the local Lander and Greenwood community on humane animal treatment and wellbeing, to promote the adoptions of animals at the local shelter, and to organize events and fundraisers to best benefit community members and shelter animals.

Section 2 – Motto:

Healing hearts, one paw at a time

Section 3 – Goals:

Just as our motto implies, the goals of our club are to:

- Provide support for community and animal happiness, health, and wellbeing
- Connect community members and animals to benefit each other

Article III - Lander Policies

The Animal Advocates club shall abide by all Lander University policies including:

Effective March 29, 2007, existing registered student organizations that are in good standing with the university must maintain the student membership requirement of seven fulltime enrolled students (12 hours). If any group with national affiliation recognizes total membership will fall below seven students due to an upcoming graduation, the recruitment/intake process must occur during the current academic year. Student organizations which at the beginning of each fall semester have less than seven full-time enrolled students will be placed on membership probationary status. These organizations will have three years to increase their membership to the required number of seven. While on probation, an organization must host recruitment/intake at least once a year. If this requirement has not been met at the end of the three year period, the registration status will be revoked. During probationary status, Greek organizations will not have to disaffiliate from their umbrella organization, be it Lander Panhellenic Council, National Pan-Hellenic Council or Interfraternity Council. However, any organization on probationary status will not have voting privileges.

Lander University requires a minimum GPA of 2.0 to be a member of a registered student organization. Nationally affiliated registered student organizations may require a higher GPA for membership. A student organization shall be defined as any group, consisting of at least seven currently enrolled full-time (12 hours) Lander University students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:



1. Have illegal goals and objectives.
2. Propose or participate in activities which would violate regulations of the board of trustees, the university or federal, state or local laws and regulations, or materially disrupt activities and discipline of the university.
3. Discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status. Any groups existing on campus that wish to use university facilities and/or services and that fulfill the above description must be registered with the university. Only groups that are registered will have access to campus facilities and/or services.

Privileges:

Registered organizations in all categories will be afforded:

1. Increased visibility and accessibility;
2. The opportunity to participate in the student organization fairs;
3. A listing of the organization/s name, purpose, current officers, address and phone number in the Office of Student Activities' files and in the student organization directory which is available to the university community;
4. Access to services, equipment and facilities, depending on availability of space and personnel;
5. Receipt of leadership materials and other informational publications, mail-outs of the department and other organizations and informational calendars; and
6. The opportunity to engage in on-campus fundraising activities in accordance with established procedures.

Basis for Denial of the Privileges of Registration Organizations may be denied by the university the use of facilities, services and funds as a disciplinary measure resulting from the violation of university conduct regulations. These regulations will be interpreted in reference to the procedures listed on the previous page. University denial of the request for user of facilities, services or funds may result from one of the following conditions:

1. The organization does not abide by the university regulations and the procedures as set forth in the student handbook.
2. A danger of violence or destruction is anticipated in the use of facilities, services or funds. There must be substantial evidence to warrant the conclusion that violence or destruction can or will occur.
3. The use to be made of the facilities, services or funds is illegal.
4. The organization's chief officer does not sign the registration certificate.
5. Inaccurate information is given on the registration form.
6. Incomplete information is provided by those persons requesting services, facilities or funds.



7. The organization fails to renew registration by the fall term date established by the Office of Student Activities. The university may ask for whatever information is deemed necessary to make the above determination. In all cases where prior denial occurs, adequate notice and opportunity to be heard will be afforded by the Student Life Council and the Office of Student Activities. If, after approval, immediately prior to or during the activity, one of the stipulated conditions occurs, the university will take immediate action to curtail the disruption, criminal activity or violation of the university regulation.

Grant of Registration

1. Acceptance of a registration: Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state and university laws and policies, procedures, rules and regulations.

2. Responsibilities of a registered organization:

a. the organization will seek approval from the Office of Student Activities for changes made in its constitution.

b. The organization will register all changes that occur within the organizations. The names, addresses, phone numbers, Lander L numbers of officers and the name of the adviser must be kept up-to-date in the Office of Student Activities.

3. Fraternal organizations: Prior to a registered organization being classified as a fraternal organization and exempt from Title IX requirement, official endorsement must occur from the Office of Student Activities and the national office of the fraternity or sorority.

Annual Renewal:

1. All registered student organizations must renew their registration annually by the fall term date set by the Office of Student Activities.

2. The Office of Student Activities shall be responsible for the annual registration renewal process.

3. Registration renewal procedures are as follows:

a. An information letter and a registration form shall be emailed to all registered organizations 15 calendar days prior to the deadline. This email shall notify the organizations of the registration process and required meetings.

b. There shall be a registration renewal workshop to be held during the Lander Leadership Conference at the beginning of the fall semester. A representative from each registered organization must attend.

4. Failure to renew an organization's registration by the deadline of the fall semester shall terminate its privileges to operate on the university campus or utilize university facilities.

Summer Procedures:

1. Each organization shall designate one individual to conduct the affairs of the organization during the summer and interim periods.



2. The name, address, Lander email and telephone number of this individual shall be filed with the Office of Student Activities by the end of the last class day of the spring semester.

Disciplinary Procedures:

Students should refer to the student conduct programs section of the Lander University Student Handbook for information regarding disciplinary procedures for violations of university policies, procedures, rules and regulations by registered organizations.

Leadership Regulations for Organizations:

GPA Regulations:

1. Any student member of a registered student organization who has been elected, selected or appointed as an officer, as defined by his/her organizational constitution, must maintain the cumulative GPA requirement of 2.0 or the organizational GPA requirement for an officer position and remain in good standing within the university before being eligible to assume that role.

2. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity until they have earned the minimum GPA requirements. In the event that a student is elected to office without the minimum GPA requirements, the organization must hold a re-election and notify the Office of Student Activities about the change in officers within two weeks.

3. Organizations not meeting the above requirements will be placed on probation and may have their registered status revoked. Advisers to encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an on-campus adviser. The adviser must be selected from full-time faculty or administrative staff members (band four or higher with state Human Resources) at Lander University. Graduate students are not eligible to fulfill this requirement. The Office of Student Activities will assist advisers with questions concerning their organizations.

Lander University Organization Policy of Good Standing:

In order to be in good standing, the following documentation must be submitted to the Office of Student Activities:

1. Current contact information
2. Up-to-date rosters and constitutions
3. Fundraiser summary forms
4. Volunteer summary forms

Fundraising:

1. Using university facilities



a. Registered student organizations are allowed the use of university facilities once per month, or no more than four per semester, for fundraising events, with a limitation of twice per semester for the Cultural Center Auditorium and/or Sproles.

b. Dances and entertainment events will require security by University Police.

c. Charges may be made for custodial services, building fee use and other services as needed for fundraisers.

d. Additional information regarding student organization fundraising events and associated fees is found on the Lander University fundraising request form and the University Police security request form. Security fees must be paid to University Police no later than 3 p.m. the day before the event. If not paid, the event will be cancelled.

2. The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing university operated service or through a university contract with a commercial vendor, may be subject to the policy, Operation of Business Enterprises on Campus, and must not violate related state laws and local ordinances.

3. In considering the request, the committee will be concerned primarily with the stated purpose for which the fundraising activities are to be held: (1) educational in nature and/or directly related to the curriculum; or (2) for philanthropic purposes. Fundraising revenue may not be used for the personal benefit of an individual student or students such as gifts, membership dues, initiation fees, etc.

4. Any bake sale food items must be purchased through ARAMARK (See the entire Campus Food Service policy, p. 61)

5. Drawings: Any drawing must be registered with the director of Student Activities, including the dates tickets are to be sold and the date of the drawing. The word donation must be stamped on each ticket. Failure of an organization to register and gain approval of a drawing could result in disciplinary actions, which could include probation or loss of registration status. **ALCOHOL AND FIREARMS ARE PROHIBITED AS PRIZES.**

6. A separate request must be submitted for every fundraising activity.

7. Activities involving Lander student organization fundraising or other projects covered by these guidelines are subject to the following: a. Policies regarding Lander University student social events, as outlined in the student handbook, must be followed. b. Door-to-door residence hall contact is prohibited. c. Use of campus mail service is prohibited. d. Fundraising may be conducted only in such areas as designated by the facilities coordinator through the Fundraising Committee. e. An organization may not use coercive acts which might intimidate those persons from whom support is sought.

8. Posters may be placed at approved locations ONLY after these criteria have been met: a. President has received an e-mail confirmation from the facilities coordinator that the room or area has been approved. b. President has received an e-mail confirmation from the Fundraising Committee that the



fundraiser has been approved. c. Organization has obtained approval from the Student Activities office for any posters/flyers advertising the event. Each poster, etc. must be stamped by this office.

9. All procedures for scheduling a room for a non-fundraising meeting or event also apply to fundraising programs.

10. Once the fundraiser is completed, a summary form, which is attached to the request form, must be submitted to the Office of Student Activities within five days of the completion of the event. Receipts must also be attached. If a summary is not submitted within this time frame, the organization will be placed on a not in good standing with the university status until the summary form is submitted. The organization will not be able to participate in any fundraisers or participate in university wide events. All future room reservations will be cancelled.

Volunteer/Community service:

Lander University strongly encourages volunteer and community service projects for all registered student organizations. Volunteer and community service projects, as they pertain to Lander University student organizations, are defined as the exchange of service hours or goods either on or off campus — NOTE: if money is exchanged it is considered a fundraiser; please see fundraising section. The Office of Student Activities requires that any and all volunteer/community services be documented for approval in our office by completing the volunteer/community service request form and facility request form, if the service is to be held on campus. Volunteer/community service request forms are located outside the Office of Student Activities. This form should be completed and turned in at least two weeks prior to the project taking place. In order for a volunteer/community service activity to be approved, the student organization must be in good standing with the university (see Organization Policy on Good Standing) and the activity must conform to university regulations and policies. Organizations are not limited to a certain number of volunteer/ community service projects each semester. Once the project is completed, a volunteer/community service summary form, which is attached to the request form, must be submitted to the Office of Student Activities within five days of the completion of the activity. If a summary is not submitted within this time frame, the organization will be placed on a not in good standing with the university status until the summary form is submitted. The organization will not be able to participate in any future volunteer/community service events, hold fundraisers, or participate in university wide events. All future room reservations will be cancelled.

Posting Policy:

Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards ONLY. Lander University has a strict nonsolicitation policy and as such, outside organizations, agencies or businesses are NOT allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, etc. Outside agencies are permitted to advertise in approved university publications, magazines, etc. Lander students, faculty and staff are the only persons allowed to post materials on campus. All posters, flyers, announcements, etc., must be approved and stamped by the Office of Student Activities to be posted on campus. Organizations not in good standing will not be allowed to post any materials on campus. The use of sidewalk chalk must first be approved by the Office of Student Activities. Items being posted may be no larger than eight feet wide and four feet long in size and must not cover air vents when hung. Additional rules for the posting policy are as follows:



1. All posters, flyers, announcements, etc., must include the organization's name or department name who is sponsoring the event, time of the event and place of the event.
2. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation.
3. Banners will be hung in consultation with the Office of Student Activities and may only be posted 10 days prior to the event the banner is advertising. Banners are defined as anything larger than 20 inches by 28 inches in size.
4. Space requests for banners will be taken on a first come, first served basis and no space is guaranteed.
5. Off-campus events may NOT be advertised on campus unless the event is directly connected with a particular university division OR if the event is an organization sponsored fundraiser for a philanthropy (car wash, etc.) Social events may not be advertised, even for a philanthropy. The organization/division name must be identified on the flyer/banner and must be approved and stamped by the Student Activities office.
6. Flyers, banners, posters, announcements, etc., may not use alcohol to advertise an event or publicize an event where alcohol is being served.

Social events:

The following policies have been adopted to protect Lander University students and property. These policies pertain to any social events held by student organizations on the Lander University campus. Failure to abide by these policies could result in disciplinary action as outlined in the Lander University Student Handbook.

1. Social activities may not be advertised in the Greenwood community as open to the general public. The faculty/ staff adviser must be present at all times during dances or similar social functions.
2. Social events, dances and other entertainment activities will require the completion of a University Police security form two weeks prior to the event for police coverage.
3. Charges may be made for custodial services, University Police, building use fee and other services as needed for fundraisers.
4. All parties/dances sponsored by student organizations must be held in the Sproles Recreation Center of the campus unless special permission has been obtained from the director of Student Activities to hold the event in another location. Sproles Recreation Center has a maximum capacity of 200 people.
5. The check-in table for the event must be located at the front entrance of Sproles and it must be supervised by the adviser (or designated faculty/staff person), a University Police officer and one student at all times.
6. All persons entering the event must have a valid picture ID. Only Lander University students and their guests (one guest per student) will be permitted to enter the event. Students and their guests must surrender their picture ID at the door. Lander University students are responsible for the conduct of



their guests. No one under the age of 18 will be admitted unless he or she is a Lander University student or specifically approved by the adviser.

7. No alcohol will be served or brought into any student event unless prior permission is granted by the vice president of Student Affairs.

8. The sponsoring organization and University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.

9. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that are in violation of university, city, state or federal regulations.

10. The sponsoring organization will be required to hire and pay for one or more University Police officers. University Police, in conjunction with the director of Student Activities, will determine the number of officers necessary to ensure the safety of those attending the event. The rate will be \$25 per hour per officer.

11. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the adviser or a designated faculty/staff member. Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).

12. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event.

13. The adviser or designated faculty/staff member must be present for the entire dance/party.

14. The sponsoring organization will identify three members to serve as event staff who will assist the adviser and University Police in supervision of the event.

15. Doors will not be opened until 30 minutes before the event. The adviser and University Police must be present for the doors to be opened.

16. University Police must be on duty 30 minutes before the event and at least 30 minutes after the event or until the crowd has left the building and parking lots.

17. Lights will be flashed 30 minutes before the end of the event and then turned on immediately at the end. Members of the sponsoring organization are to assist the adviser and University Police in clearing the building, parking lot and adjacent street parking.

18. Events must end at the agreed-upon time, but no later than 1:30 a.m. When deemed necessary, University Police and/ or university staff reserve the right to close an event prior to the agreed-upon time.

Article IV - Affiliations



Section 1 - The Animal Advocates club will be affiliated with the Humane Society of Greenwood, which is Greenwood's local animal shelter. This club is not associated with PETA or similar animal rights groups. Also, this club is not associated with veganism or vegetarianism.

Article V - Membership

Section 1 - Lander University's students, staff, faculty, and Humane Society affiliates must comprise the total of this organization membership.

Section 2 - Everyone that applies to section 1 of Article IV, is sixteen years or older, and has a minimum GPA of 2.0 is invited to join.

Section 3 - Membership in this club is open to all, irrespective of race, creed, color, gender, class, nation of origin, nationality, divisibility, marital status, religion, veteran status, or sexual orientation.

Article VI - Officers/ Executive Board

Section 1 - There shall be a minimum of four officers of this club including:

President: Handles all paperwork, oversees all activities, communications, financial responsibilities

- Provides leadership and direction to the club organization;
- Understands and adheres to the Lander Club Operating Guidelines;
- Presides at meetings of the club and oversees the activities of the executive committee and board of directors;
- Coordinates club activities through the executive committee and board of directors;
- Establishes short- and long-range objectives and goals in conjunction with the board of directors;
- Has overall financial responsibility for the club;
- Approves all club communications;

Vice President: The vice president of the Animal Advocates club plays a very important role with overseeing all club activities

- Presides at meetings in the absence of the president;
- Coordinates programs with the president and the executive committee and board of directors;
- Provides timely and interesting advance information for newsletters, social media, and mailings to the communications director and secretary;

Secretary: Handles the correspondence of the club and keeps records of it;

- Maintains official records of meetings;
- Informs officers of deadlines for reports, mailings, and future commitments;



- Maintains a roster of officers and other members with current address, including email, and telephone information;

Treasurer: Oversees club finances, collects dues, and receives other monies, e.g. proceeds from tickets;

- Assists the president and other officers in preparing program budgets and financial controls;
- Maintains and supervises club bank accounts;
- Ensures that adequate budget and financial controls are maintained;
- Pays all club bills on time.

Communications Director: Oversees social media, advertisements, and pictures

- Maintain and update social media accounts
- Draft flyers and other advertisement materials
- Can access to any club photos and content material

Section 2 - Officers must have volunteer experience with animals and maintain at least a 3.0 GPA at Lander University.

Section 3 - All officers may uphold their positions until graduation from Lander University.

Section 4 - In the event of necessity, an officer may be impeached through majority group consent and Advisor agreement. An officer may be impeached as a result of any or all of the following: having bad intentions for group members, poor role model behavior, low participation, or not going through Humane Society orientation.

Section 5 - Reports and other service project proposals will be made available monthly through appropriate meeting times by the secretary. The vice president shall provide all reminders to members.

Article VII - Elections

Section 1 - Elections of officers shall be held upon the graduation (either mid-November or mid- March) or upon removal of a current officer. Each officer that will be replaced the next consecutive year shall advise the incoming officer through the last month in the semester year. Elections will be conducted by the club advisor and current officers. The advisor will announce the election, candidates, and the results.

Section 2 - Any vacancies in position will be filled by the next qualified officer and or chosen by the advisor and other officers.

Article VIII - Meetings

Section 1 - Regular meetings of this club shall be held bimonthly. Officers and the Advisor reserve the authority to call a meeting in between the set meeting times, nonetheless it is the secretary's job of notifying members of club meetings via e-mail no later than five business days in advance of the meeting.



Section 2 - Quorum shall consist of seven members in order to conduct the business of the club, unless recognized nationally (then quorum shall consist of ten)

Article IX - Advisors

Section 1 - There shall be at least one full time Lander University faculty or staff member that will serve as an advisor to the club.

Appointment of Advisors:

Section 2 - This advisor position is open to any faculty or staff member at Lander University and is based off volunteer cooperation only.

1. The signature of a full-time faculty or staff member must be secured on a new organization's application to receive recognition to signify his/her willingness to serve as adviser to that organization.
2. The adviser's signature must also be obtained annually during registration to signify agreement to continue as the organization's adviser.
3. The vice president for Student Affairs may officially appoint each adviser to the position by a letter.
4. Should an adviser vacate from his or her adviser position at any time during the year, the Office of Student Activities should be contacted immediately, and a replacement acquired within three weeks.

Section 3 - The advisor's duties shall include:

1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of their adviser's authority.
3. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples.
 - a. Provide the officers with the elements of good organizational practice.
 - b. Teach the techniques and responsibilities of leadership and membership.
 - c. Teach the principles of effective group operations.
 - d. Develop procedures and plans for action.
 - e. Keep the group focused on its goals.
 - f. Develop self-discipline and responsibility in the group.
 - g. Stimulate and initiate activity.
4. Be available to the officers and members to share ideas about organization affairs.
5. Meet with the officers of the group to discuss the progress and direction of the group.
6. Attend as many meetings and functions as possible and be in attendance at any on-campus social events or fundraisers open to all Lander University students.



7. Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained; for non-funded organizations, provide financial and budgetary advice.
8. Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
9. Sign or co-sign appropriate university forms, such as those for user of campus facilities or travel requests.
10. Serve until a successor is appointed, if for any reason it is impossible to continue as adviser to the organization.
11. Contact the Office of Student Activities when questions or problems arise.
12. Be in attendance at events sponsored by the organization if the event is held in the Cultural Center Auditorium, Horne Arena or Sproles, as determined by the director of Student activities.

Article X - Finances

Section 1 - There are no required dues for participation in the club; however, it is strongly recommended to purchase a volunteer shirt from the Humane Society of Greenwood for service project use. As of the year 2016, shirts are priced at \$10.00.

Section 2 - The Animal Advocates club will raise its own funding through fundraisers and other events, and will be maintained by the Treasurer. Any monetary funding shall be placed into an account through Lander University's Student activities services.

Article XI - Constitutional Amendments

Section 1 - This constitution may be amended by a majority vote of club members (with a minimum of six votes). Constitutional amendments shall be effective immediately upon approval, and may take place at any quorum meeting. A revised copy of the constitution will be e-mailed to the office of student activities at, (insert email).

Article XII - Bylaws

Section 1 - Termination of club members:

- Any member that is caught abusing any animal will be immediately terminated from the club and cannot be readmitted.
- Any member that is caught stealing from the Humane Society or is caught disrespecting Humane Society employees or potential adopters will be immediately terminated.

Section 2 - Other rules:



HEALING HEARTS ONE
PAW AT A TIME

- Members are required to attend at minimum one of the two meetings each month, and all are required to complete a minimum of either four hours of volunteer work or volunteer at two events each semester in order to continue on as a member.
- Members are required to notify an officer, adviser, or Humane Society Volunteer coordinator upon missing a time-committed event at least 24 hours prior to the event. If a member fails to notify, the Vice president shall decide an appropriate consequence and will find a replacement.
- Upon graduation all members who have met the above qualifications shall receive recognition.