

# SHRA Constitution

## Preamble

We, the members of Students Helping Rescue Animals do hereby establish this Constitution in order that our purpose be carried out efficiently and to the best of our abilities.

## Article I. Name

The name of this organization shall be Students Helping Rescue Animals, henceforth referred to as SHRA.

## Article II. Purpose & Goals

**Section 1.** Our mission is to help local homeless animals through fundraising, volunteerism, and education. This group is targeted towards all students who have an interest in helping animals in animal shelters. It is solely philanthropic and not associated with the medical or veterinary side of animal care and does not identify with any animal activist group. SHRA is not, nor will ever be, a means to buy or sell animals and will never obtain licensing to do so. All aid to specific animals will be in the form of aiding established rescue organizations as deemed by the Iowa Department of Agriculture and Land Stewardship.

**Section 2.** Students Helping Rescue Animals abides by and supports established Iowa State University policies, State and Federal Laws, and local ordinances or regulations.

**Section 3.** Students Helping Rescue Animals agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

## Article III. Membership

Membership shall be open to all registered students at Iowa State University. Iowa State University and Students Helping Rescue Animals does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

**Section 1.** Members are required to devote at least three (3) hours of time to SHRA activities outside of general meetings which include but are not limited to: volunteering, fundraisers, educational events, and other approved activities. Signing up for an event and not attending during the specified time with no notice to the executive member in charge of said event will be deemed as a “no show”. Each “no show” will result in the subtraction of one (1) hour. To avoid no show punishment, members must notify executive members of the event at least 24 hours in advance. If the event is a fundraising football or basketball concession, members must notify 72 hours in advance. Attendance at general meetings is highly encouraged.

**Section 2.** In the event that a member does not meet the required number of outside hours, said member will be warned after Fall semester. Should members not meet requirement for the following Spring semester, they will be required to pay a monetary fee of \$10 by the last meeting of the semester. Members who join in Spring will be warned as per the Fall semester.

**Section 3.** In the event that a member does not meet the required number of outside hours and does not pay monetary dues, his/her club membership will be automatically terminated.

**Section 4.** All members will be required to pay dues of \$10 per semester/ \$15 per year for food provided at general meetings and other supplies, and any leftover funds will be donated to the animal shelters through the Vitae Fund.

## Article IV. Officers

### Section 1. Eligibility

The executive team of SHRA must meet the following requirements:

**(a)** Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stage of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

(d) Must have performed above and beyond expectations as a club member in the previous semester, including but not limited to: taking initiative, volunteering for numerous events, and generally being a positive influence within SHRA as deemed by current executive members. In certain circumstances, this requirement may be inapplicable.

## **Section 2. Terms of Office**

The Presidency, Vice Presidencies, Secretary, Public Relations Chair, Treasury, and Member Outreach positions will be elected by interview and simple majority of current executive member vote during the spring semester. They will assist current executive members as a co-executive member until the end of the spring semester, when the newly-elected executive members will take over as full executives in the fall (a.k.a. President, Secretary). All other executive positions will be created as deemed necessary and voted upon in an election within the first three (3) meetings of the fall semester. The terms of office begin after election date during the spring semester through the end of the fall semester. Students are allowed to run and be in office if elected for multiple and/or consecutive terms. The advisor shall be an Iowa State University faculty member. He or she will be selected by the executive board and approved by  $\frac{2}{3}$  majority vote. The advisor shall be in office during their time at Iowa State or until he or she chooses to step down.

## **Section 3. Removal and Replacement**

Any officer may be impeached. If one or more of the executive members believe another officer is not fulfilling his or her duties, they shall bring it to the attention of the other executive officers. The officer in question shall be informed of the claim against them such as not performing their duties listed, failing to show up to required meetings without excused absences, or if not in good standing with the university. During the next executive team meeting both sides shall make their cases and a decision will be made by majority on whether or not to impeach the offending officer. An election will be held at the next meeting to fill the empty office using the normal election process if it is more than

If the current advisor can no longer perform his or her duties, or if the SHRA executive members deem him or her unable of filling the advisor's position, such as if he or she is not fulfilling the

duties of advisor, then the matter shall be brought to the attention of the executive team at the next executive meeting. The advisor in question will be able to state their defense and be present during impeachment vote, if he or she desires. A secret ballot vote of the executive members will then be taken with a majority of 2/3. If the advisor is voted to be removed, the executive team shall select a new advisor by simple majority vote as soon as possible.

#### **Section 4: Offices and Responsibilities**

All offices require the following responsibilities in addition to specified responsibilities:

- Attendance at both general and executive meetings. A maximum of three (3) absences is allowed. Excused absences (not counting towards maximum of 3) require notification to the President prior to the meeting with a valid reason for absence including: academic-related activities, family emergencies, etc.
- Check email at least once per day as this is the main form of communication between executive members.
- The core executive team (all following offices with the exception of committee members) must devote the required three hours to SHRA, outside of required general and executive meetings. The expectation thereafter is that officers help with or participate in all events they are able to attend, but not be required to record these extra hours. A “no show” will result in the subtraction of one (1) hour just as with general members.
- The committee members must devote the three required hours of time to SHRA activities outside of general and executive meetings, including but not limited to: volunteering, fundraisers, educational events, and other approved activities. The expectation thereafter is that committee members help with or participate in some events if they are able, outside of their committee events. A “no show” will result in the subtraction of one (1) hour.
- Each member of the core executive team will be required to maintain a binder or electronic folder to be passed on to successive officers including but not limited to: ideas pertaining to his/her position, necessary paperwork, guidelines, contact information, etc. Each binder/ folder will be passed onto the next respective person taking the office in the following term.
- Each member of the core executive team is expected to keep the President or other related officers updated on matters of the club pertaining to their section. This ensures that all officers who need to be informed of important happenings are informed in advance.

#### **President**

- Preside over the executive and general meetings
- Represent organization on campus

- Act as liaison between club and other organizations
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- Maintain communication with organization advisor
- Oversee core executive team including but not limited to: answering questions, addressing concerns, ensuring tasks are completed, etc.
- Take pictures at events
- Act as liaison between members and the executive team
- Perform other tasks as necessary

### **Vice President of Education**

- Preside over executive and general meetings in the absence of the President
- Oversee the Education Committee including but not limited to: answering questions, ensuring tasks are completed, etc.
- Regularly meet with the Education Committee
- Organize four (4) (or the equivalent of as approved by the President) educational events per semester. This includes but is not limited to: filling out necessary paperwork, coordinating volunteers, acquiring necessary equipment, advertising, creating instructions/directions for event, etc.
- Work with outside organizations to host/help with dual events
- Create and maintain education materials such as posters, brochures, etc.
- Work with other executive members to incorporate education topics to more events
- Assist President when necessary

### **Education Committee**

- Act as liaisons between members and core executive team
- Regularly meet with the Vice President of Education
- Assist with event planning as specified by the Vice President of Education and email him/her to confirm completed preparations

- Assist with education materials as specified by the Vice President of Education
- Perform other tasks as determined by the Vice President of Education
- Must attend one (1) executive meeting a month and all general meetings

### **Vice President of Fundraising**

- Preside over executive and general meetings in the absence of the President
- Oversee the Fundraising Committee, including but not limited to: answering questions, ensuring tasks are completed, etc.
- Regularly meet with the Fundraising Committee
- Organize two (2) (or the equivalent of as approved by the President) fundraisers per month. This includes but is not limited to: filling out necessary paperwork, coordinating volunteers, acquiring necessary equipment, advertising, creating instructions/directions for event, working with the Treasurer, etc.
- Work with outside organizations to host/help with dual events
- Assist President when necessary
- Ensure that risk management policies are followed at all SHRA events as Risk Management Leader
- Help minimize potential risks for club activities
- Submit documentation to the Risk Management Office
- Recommend risk management policies or procedures
- To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

### **Fundraising Committee**

- Act as liaisons between members and core executive team
- Regularly meet with the Vice President of Fundraising
- Assist with event planning as specified by the Vice President of Fundraising and email him/her to confirm completed preparations
- Perform other tasks as determined by the Vice President of Fundraising

- Must attend one (1) executive meeting a month and all general meetings

### **Vice President of Volunteering**

- Preside over executive and general meetings in the absence of the President
- Oversee the Volunteering Committee, including but not limited to: answering questions, ensuring tasks are completed, etc.
- Regularly meet with the Volunteering Committee
- Work with existing animal shelters to set up volunteer opportunities including but not limited to: coordinating dates and times, organizing carpools, donation drives, socials, beautification days, etc.
- Organize regular shelter clean-up events with licensed shelters
- Act as liaison between shelters, rescue organizations, members, volunteering committee, and President

### **Volunteering Committee**

- Act as liaisons between members and core executive team
- Communicate with the Vice President of Volunteering
- Email members confirming the desire to volunteer and set up carpooling schedules
- Each committee member shall lead one section of Volunteering: Story County Shelter, Ames Shelter, Donation Drives
- Perform other tasks as determined by the Vice President of Volunteering
- Must attend one (1) executive meeting a month and all general meetings

### **Secretary**

- Maintain an accurate record of all general and executive meetings and distribute to appropriate members in a timely manner
- Maintain membership directory, attendance records, and mailing list
- Correspond when necessary with University administration and other recognized organizations

- Notify appropriate members of the date, time, and location of upcoming general meetings
- Manage the scholarship competition standings and provide regular updates on leaders

### **Treasurer**

- Maintain accurate record of organization transactions
- Collect dues
- Maintain organization budget throughout the year
- Cosign organization checks along with the Advisor
- Solicits additional funding if needed from the Student Government Association in conjunction with the President
- Work with Vice Presidents to provide necessary accounting equipment and fiscal information

### **Public Relations Chair**

- Generate club awareness through approved online portals
- Take and post pictures at events
- Create advertisements for SHRA events.
- Assist with spreading club awareness.
- Maintain the official SHRA website, Facebook page, Twitter, and Instagram accounts.
- Coordinate merchandise sales

### **Member Outreach Chair**

- Act as liaison between members and the executive team
- Organize social events throughout the semester
- Be the main point of reference for all questions related to the club
- Create and send out general member surveys twice a semester
- Create and send out committee member surveys twice a semester

### **Advisor**



- Maintain communication and meet with officer(s) regularly
- Awareness and approval of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

## Article V. Finances

Finances of SHRA shall be handled by the Treasurer and Advisor, as detailed by the rules of the Campus Organization Accounting Office. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment. All expenditures exceeding \$500 must be approved by the Advisor, President, and Treasurer prior to purchase. At the general meetings, the Treasurer shall collect fees from any member not meeting the required number of outside hours. The fee will pay for any activities of SHRA where all members are allowed to participate. Fees are only mandatory for members not meeting the required number of outside hours, including officers, and are due by the last general meeting of each semester. The amount of the fee will be \$10 unless otherwise determined by the officers at the beginning of the academic year. In the case of the SHRA dismemberment, any remaining funds in the organizations account shall be donated to a shelter of the organizations' choosing as voted upon at the last general meeting.

**Section 1.** SHRA shall keep a separate fund, called the Vitae Fund, which will be used to provide monetary aid to animals incurring extra costs during their time with a rescue organization. The following will be the typically funded costs (but not limited to): heartworm treatment, joint surgery, diagnostics, necessary surgeries, behavior consulting, and physical therapy. The following procedures will not be funded by the Vitae Fund: spay/neuter surgeries, food, wages/salaries, normal daily costs incurred by the animal, costs involved in typical husbandry practices, cosmetic surgeries, such as ear cropping and tail docking.

**Section 2.** A maximum of \$600 will be reserved for the Vitae Fund at all times when organization funds are sufficient. A rescue or shelter organization may apply for funding through the Vitae Fund, but a maximum of \$200 is to be given per animal.

**Section 3.** SHRA will send a donation, whether material or monetary, to the local shelters, that we as an organization currently work with, at a minimum of once per semester. The amount of

the donation will be deliberated by the executive team if funds are sufficient to allow for donations.

## **Article VI. Amendments & Ratification**

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice Presidents, Treasurer, Public Relations Chair, Member Outreach Chair, and Secretary. Any and all proposed changes to the constitution will be announced to general members and the decision shall be put to vote for approval or disapproval. With the approval of both the executive team and  $\frac{2}{3}$  majority of general body the changes will be implemented. Should any Ratified amendments to this Constitution be made, it must be submitted to the Student Activities Center within ten (10) days.

## **Article VII. Emergency Situations**

In the event of a situation that results in a temporary change to the operations of Iowa State University, the officers of the executive board may make temporary amendments to the functioning of SHRA. Emergency situations may include but are not limited to: natural disasters, civil unrest, hostile conflict, or epidemics/pandemics. Amendments should only be made to accommodate members and the board during the emergency situation. Such accommodations may include but are not limited to: adjustment to dues prices, leniency in hour requirement, leniency of fees, modifications to delivery type for meetings, and/or holds on normal club events. All officers on the board must be aware of and approve of said changes. The aim of Article VII must be to prioritize the safety of all members or potential members should there be a question of safety or well-being at hand.