

Constitution for The Animal Rights Awareness Club (T.A.R.A. Club)

Special Interest Organization

Founded Spring 2011

ARTICLE I: Name & Purpose

Section 1: This student organization will be known as The Animal Rights Awareness Club (or T.A.R.A. Club). Section 2: The purpose of T.A.R.A. Club is to raise awareness of animal cruelty and neglect. In order to achieve this, members will be raising awareness of animal abuse & neglect and animal rights legislations/policies by *educating* the St. John's student body of these issues, and by *servicing* those animals that have been abused and neglected. Some members will have the mind-set of the ASPCA, by volunteering in various animal shelters within New York City in order to serve those animals in need of help and rejuvenation. Other members have a vegetarian/vegan mind-set like that of PETA, by letting others know it is wrong to neglect even non-domesticated animals who deserve to live rather than be incorporated in our food chain.

ARTICLE II: Membership

Section 1: Membership is open to all undergraduate students of St. John's University who meet the minimum requirements for membership.

Section 2: Minimum requirements for entry membership are a 2.5 GPA. Members must also be in good standing with St. John's University.

Section 3: Active members of The Animal Rights Awareness Club are those who have fulfilled membership requirements as listed in Section 5.

Section 4: Active T.A.R.A. members will include the Executive Board, Committee chairs, and those who have fulfilled membership requirements.

Section 5: In order to gain one or both types of membership, students must meet the minimum requirements as stated in Section 2, must complete a minimum of 8 hours of community service per semester (which totals to only 2 hours per month) for whichever membership they choose, attend at least 3 general body meetings per semester, and be in good standing with the University. Those 8 hours of community service towards animals can be accomplished through either membership option:

- a) T.A.R.A. Shelter Volunteer
 - a. volunteering in a NYC animal shelter or animal rescue,
 - b. volunteering at an adoption event,
- b) T.A.R.A. Volunteer
 - a. helping T.A.R.A. Club raise awareness about animal cruelty & neglect and/or animal rights policies/legislation by educating others or
 - b. contribute to T.A.R.A. Club's OrgSync, website, Facebook, or Twitter.

Section 6: Those T.A.R.A. Shelter Volunteers who wish to gain active membership through volunteer work in animal shelters or rescues must fill out all appropriate forms found on our website, must attend a Mandatory Volunteer Orientation (see Article VII), and must respect & comply by their application process, fees (if any), and all animals in their shelter that they work with.

Section 7: Those T.A.R.A. Shelter Volunteers who wish to gain active membership through an adoption event must attend a Mandatory Volunteer Orientation, and must email or call the adoption event coordinator and let them know of their interest of volunteering at their adoption event.

Section 8: Those T.A.R.A. Volunteers who wish to gain active membership by educating others must fill out the appropriate forms found on our website, and can consult the Community Service Director or Marketing Director for animal-related materials to hand out to other St. John's students.

Section 9: Those T.A.R.A. Volunteers who wish to gain active membership through our OrgSync, website, Facebook, or Twitter must fill out the appropriate form found on our website, and can consult the Secretary or Marketing Director for ways they can contribute.

Section 10: When working in an assigned animal shelter, T.A.R.A. members are responsible for their own safety. This means T.A.R.A. Club nor the Student Government, Inc., nor St. John's University nor will the animal shelter take responsibility for any injuries that occur while on site.

Section 11: When working in an assigned animal shelter, T.A.R.A. members can exercise the right to opionate whether they feel comfortable or uncomfortable in that shelter/environment, or whether they comfortable or uncomfortable working with certain animals.

Section 12: When completing any form of service to gain any membership status, that student must have an Individual or Group Community Service sheet properly completed and signed by the site adviser at the time the service was completed. This sheet must then be handed in and signed by the Community Service Director to get credit for their service and membership.

Section 13: Should anyone have questions regarding active T.A.R.A. membership, they may consult the Recruiting Officer.

Section 14: All members shall agree to promote the objectives of this organization, and the St. John's University mission.

Section 15: T.A.R.A. Members are to respect other members and all St. John's University rules and policies.

Section 16: T.A.R.A. members may be expelled from the Club if they disregard Sections 5-15 of Article II.

ARTICLE III: Executive Board

Section 1: The Executive Board of T.A.R.A. Club will include President, Vice President, Treasurer, and Secretary.

Section 2: Executive Board members for each academic year must maintain a 2.5 GPA and attend all mandatory orientations or conferences to keep their position.

Section 3: If an Executive Board member is to surrender their position, they must advise a Recruiting Officer to find a replacement.

Section 4: **The President**

Is responsible for the well-being of the club

Is responsible for organizing all animal related meetings, events, and orientations for the following school year at the end of the Spring semester with the other Executive Board and Committee members

Will report organized events to the Events Coordinator

Will co-sign with the Treasurer on financial documents that need signing

Will act on behalf of the Vice President in the case of their absence for events

Will meet and work with Committee Officers as a last resort

Will follow up with Student Government, Inc., on a revision of the Constitution every 2 years

Will act upon all inexcusable behavior with further consequences, after the Vice President has addressed such behavior and given a verbal warning

Section 5: The Vice President

Will supervise and over-look events

Will assume all responsibilities of an Events Coordinator in the event if there is none

Will work with the Treasurer to sort out all materials and expenses for all events

Will act on behalf of the President in the case of their absence for meetings

Is a Spokesperson for T.A.R.A. Club

Will generally address all inexcusable behavior

Will reinforce all inexcusable behavior with a verbal warning

Will meet with Committee Officers, should they have to, regarding events and outreach

Section 6: **The Treasurer**

Will write T.A.R.A. Club's Budget Proposal for the academic year that they are the active Treasurer; The Budget Proposal will be based on the meetings, events, and orientations planned for that academic year

Will collect and deposit all profits into T.A.R.A. Club's Earned Income account through Barbara in the S.G.I. office

Will collect all money from T.A.R.A. members who wish to buy T.A.R.A. Club merchandise

Will collect T-Shirt form through email & store contacts in GMail notes

Will organize bi-weekly t-shirt distributions: dates must be posted in our Gmail Calendar

Will distribute all other t-shirts at meetings, events, orientations, and/or whenever contacted

Will organize monthly bake sale fundraiser that will maximize T.A.R.A. Club's Earned Income

Will order T.A.R.A. Club merchandise in an effective manner

Will work with the Vice President to sort out expenses for all events

Is responsible for planning purchases to be made for all fund-raisers, events, or meetings

May work with the Fund-raising & Budget Director when planning purchases

Is responsible for having purchased materials for T.A.R.A. Club's fund-raisers, events, and/or meetings 2 weeks in advanced

Is responsible for having ordered/purchased food for T.A.R.A. Club's fund-raisers, events, and/or meetings 5 days prior to event

Is responsible for keeping paper and/or online receipts/records of “Proof of Purchase(s)”

If personal budget was initially used, Treasurer is responsible for submitting the “Requisition for Reimbursement” [with copies of appropriate receipts] to SGI no later than 2 weeks after the fund-raiser, event, and/or meeting the materials and/or food were purchased for

Will verify and approve, with the President, of funding for any gatherings hosted by T.A.R.A. Club

Will verify with the President that all expenses have been properly authorized

Will keep records and documents of history of expenses on file on OrgSync.

Section 7: **The Secretary**

Will provide a communication link between members, Committee Officers, and Executive Board

Will meet with Committee Officers, should they have to, regarding events and outreach

Will attend monthly Organizations Congress hosted by SGI

Will manage all club/informational/subscription emails

Will forward emails and links to the Marketing Director that they believe should be posted to Facebook or Twitter

Will send emails to subscribers and T.A.R.A. members regarding meetings, events, orientations, etc. hosted by T.A.R.A. Club

When notified by the Events Coordinator, will make a record of all meetings, events, and orientations via T.A.R.A. Club's OrgSync and Gmail Calendar

Will host meetings on established meeting dates

Will keep members up to date on events, meetings, and orientations

Will keep files of meeting topics and attendance

Will keep files of events and attendance

Will keep files of [Group & Individual] community service sheets

Will record all T.A.R.A. member's accomplishments by semester in their GMail contact

Will report to all T.A.R.A. members on the 1st of every month the status of their membership [active or non-active] via general email

ARTICLE IV: Committees

Section 1: Membership Committee

Clause 1: Purpose(s)

Responsible for organizing and/or maintaining T.A.R.A. membership

Clause 2: Responsibilities & Officers of the Membership Committee will consist of:

TARA Spokesperson

Is a Spokesperson for T.A.R.A. Club

Will host meetings in the absence of the President and/or Secretary

Will help brainstorm ways to inform the student body with T.A.R.A. Club events, meetings, fundraisers, and other gatherings, and report them back to the Marketing Director

Will help brainstorm ways to improve T.A.R.A. Club as a whole, and will report the outcomes back to the President or Secretary

Will be a communication link between T.A.R.A. Club and other orgs that would like to collaborate with T.A.R.A. Club for events

Will get in touch with animal shelters, to ask them to collaborate on on-campus adoption events

Will report outcomes to the Events Coordinator & Vice President
If the shelter or rescue agrees, they will redirect that shelter or rescue to work with the Activities Coordinator and/or Vice President on setting up event details

Will research ways to “veganize” campus or make the campus more "animal friendly" as though they were the PETA College Campaigns Director

Will report these back to the Vice President who will then address these ways to whichever Department need-be

Recruiting Director

Oversees recruitment

Will advise future T.A.R.A. members of their responsibilities for maintaining membership

Will encourage T.A.R.A. members to serve at the Heavenly Angels Animal Rescue

Will find a replacement for any E-Board or Committee Officer if they surrender their position

Will organize Street Team rallies to encourage other St. John's students to join T.A.R.A. Club or T.A.R.A. Club's Street Team

Will organize and/or create petitions to be reported and potentially signed by T.A.R.A. members and the St. John's student body

Will work in correlation with the Community Service Director and/or Secretary whenever necessary

Community Service Director

Understands that community service may involve service within T.A.R.A. Club hosted events, animal shelters, adoption events, and other animal-related gatherings

In regards to events, will find members/volunteers to help organize events, provide them with set-up times, event start times, & clean-up times, and assign them roles 10 days prior to event

Will report back the volunteer roster to the Events Coordinator and/or Vice President

Responsible for contacting animal shelters and animal rescue groups regarding T.A.R.A. Club's work, and ask them to welcome T.A.R.A. members to volunteer in their shelter

Responsible for researching for sponsors willing to donate to T.A.R.A. Club

Responsible for researching for animal rights activists willing to speak at St. John's about the cause

Will record T.A.R.A. members "Submitted Information" from the "Get Involved" forms from our website in their Gmail contact

Will organize Mandatory Volunteer Orientations for those T.A.R.A. members who wish to volunteer in animal shelters

Will organize group dates for T.A.R.A. members to achieve community service at the shelters via VolunteerSpot

Will organize fliers and other handouts for T.A.R.A. members who wish to educate

Will report copies of individual and group community service sheets to the Secretary

Will hand in copies of [Group & Individual] community service sheets on a monthly basis to T.A.R.A. Club's advisor, which serve as proof of T.A.R.A. Club's monthly community service hours and community service requirements fulfilled by T.A.R.A. members

Will record dates T.A.R.A. members accomplished service in their Gmail contact

Section 2: Activities Committee

Clause 1: Purpose(s)

Clause 2: Responsibilities & Officers of the Activities Committee will consist of:

Events Coordinator

Will keep up-to-date with T.A.R.A. Club & non-T.A.R.A. Club hosted events

Will host and over-look events to promote T.A.R.A. Club's mission

In regards to non-T.A.R.A. Club related events, will report the ones that fit T.A.R.A. Club's mission to the Marketing Director to be shared via Facebook

Will be familiarized with paperwork required to host events by the Vice President. Paperwork includes: Event Reservation, Event Change/Cancellation, Audio Visual Request,

When notified by the President or Vice President of planned events, will submit required paperwork for events (Event Reservation Form, Audio-Visual Request Form, etc.) to the Room Coordinator located in the D'Angelo Center

If requested room dates and times do not work out, will coordinate with the Room Coordinator on dates and times available, as close to the originally planned dates as possible

Once contacted by the Room Coordinator, will report approval of the event's location, date, and time ASAP to the Secretary

If an event needs to be canceled or rescheduled, will submit the Event Change Form 2 days prior to the event

Unless submitted in T.A.R.A. Club's co-ops mailbox, will report to the Secretary copies of the paperwork required to get the event active and functioning from the Room Coordinator (Event Reservation Form, Audio-Visual Request Form, Event Change Form, etc.)

Will evaluate successful & unsuccessful events and their weaknesses and strengths, and report them back to the Fundraising Director, Budgeting Director, and Treasurer via email

If the Events Coordinator needs to surrender their position while there is a pending event, they must report this to the Recruiting Officer

Before surrendering their position, they must also finish carrying out the current or future event to take place

Fundraising/Budgeting Director

Will research effective and budget-friendly ways to fund-raise and report them back to the Events Coordinator, Fundraising/Budgeting Director, and Treasurer via email

Will research and evaluate ways on how to obtain more funds and report them back to the Events Coordinator, Fundraising/Budgeting Director, and Treasurer via email

Will keep records and documents of history of expenses on file

Will make purchases on behalf of the Treasurer if/when necessary and when approved by the Treasurer and President together

Will meet with the Treasurer on a monthly basis to make sure that T.A.R.A. Club keeps within its regular and co-op budgets each semester

Will evaluate money-related issues from successful & unsuccessful events and report them back to the Treasurer via email

Section 3: Advertising Committee

Clause 1: Purpose(s)

To inform T.A.R.A. members and the St. John's student body of news, events, meetings, orientations, and other gatherings in creative ways

Clause 2: Responsibilities & Officers of the Advertising Committee will consist of:

Marketing Director

Responsible for creating various brochures, advertisements/fliers, postcards, business cards, etc. that inform T.A.R.A. members and the St. John's student body about T.A.R.A. Club and T.A.R.A. Club meeting, events, orientations, etc.

Responsible for discussing and/or submitting their form of advertisement in PDF & JPEG formats 20 days prior to gathering to the Vice President and Secretary via person or email, whichever presents itself as most convenient at the time

Responsible for having the SGI approval stamp on all forms of on-campus advertising

Responsible for making copies of on-campus advertisements in the co-ops

Responsible for submitting copies of on-campus advertisements with SGI approval stamp to Campus Concierge 12 days prior to an event or the month of meetings

Responsible for giving receipt of the copies from the Co-Op to the Budgeting Director

Responsible for regularly posting information about T.A.R.A. Club & non-T.A.R.A. Club events, meetings, orientations etc. on T.A.R.A. Club's Facebook Page and Twitter account.

Can organize social-network-related community service opportunities and report them to the Community Service Director to enhance membership activity

ARTICLE V: Events

Section 1: Each planned event must be minimally accompanied by an event reservation form submitted to the Room Coordinator.

Section 2: In regards with events that require signing of contracts, all Executive Board members and Committee members agree to never sign a contract.

Section 2: In regards with events that require animals on campus, the Vice President and Events Coordinator will have the owner of the animal shelter and all the staff of the animal shelter who wish to attend the event sign all the proper contracts to successfully allow those guests to attend the event and most importantly successfully bring animals to campus. All the proper contracts include the St. John's Provider's Rider's Contract, the St. John's No-Fee Contract, and the Bite Waiver supplied by the shelter. Once all of these contracts are signed, the Events Coordinator will hand them in to T.A.R.A. Club's Advisor of Campus Activities, which will then to be reviewed by the lawyer.

Section 3: In regards with events that require animals on campus, only the shelter staff and active T.A.R.A. members who have attended the Mandatory Volunteer Orientation may handle the animals.

Section 4: In regards with events that require animals on campus, every member of the St. John's community who wishes to attend the event must sign a form of some sort agreeing that the shelter/rescue, nor

T.A.R.A. Club, nor S.G.I., nor St. John's University are liable for their safety and security while interacting with that animal; that individual takes full responsibility for themselves.

ARTICLE VI: Meetings

Section 1: Meetings dates will be posted in advanced on T.A.R.A. Club's OrgSync portal, website, and Facebook page by the Secretary

Section 2: Special meetings will be announced to T.A.R.A. members 24 hours in advanced by the Secretary

Section 3: If animals are to be at special meetings, T.A.R.A. members who interact with the animal(s) agree via the sign-in sheet that they are responsible for their own safety while doing so, and that the owner or organization the animal belongs to, T.A.R.A. Club, S.G.I. Inc., nor St. John's are responsible for the T.A.R.A. member's safety.

Section 4: In the event of animals being present at a meeting, T.A.R.A. members may be dismissed from the meeting by the Secretary if they disregard or neglect Section 3 of Article VI.

Article VII: Volunteer Orientations

Section 1: Volunteer Orientations are designed to educate and advise those who wish to gain active T.A.R.A. membership through volunteer work in animal shelters or rescues of the variety of volunteer opportunities available.

Section 2: Volunteer Orientations are meant to educate those who wish to gain active T.A.R.A. membership through volunteer work in animal shelters or rescues of which animals they have permission to handle, and how to handle them.

Section 3: Dates for Volunteer Orientations will be posted on T.A.R.A. Club's OrgSync Calendar, GMail Calendar and Facebook in advanced.

ARTICLE VIII: Elections

Section 1: T.A.R.A. members who wish to run for office for T.A.R.A. leadership must be in good standing with T.A.R.A. Club and the University.

Section 2: T.A.R.A. members will be sent out emails about requirements for running for an E-Board or Committee position which are as follows:

Clause 1: Campaign within at least 2 meetings

Clause 2: Submit a form via T.A.R.A. Club's website which will ask of them a variety of questions

Clause 3: Attend an elections meeting.

Clause 4: Must be elected by $\frac{3}{4}$ of the general body and ratified by the E-Board.

Section 3: If chosen, the selected persons must attend all mandatory E-Board Orientations and SLCs to maintain their positions

ARTICLE IX: Amendment

Section 1: Any problem or argument regarding the Constitution should be raised by any active T.A.R.A. member.

Section 2: All changes must be made by a three-fourths majority vote of the general body and must be ratified by the Executive Board.