

Preamble

"We, the students at the University of Delaware, do hereby form the organization known as the GEB Puppy Raisers @ UD for the purpose of forming a Guiding Eyes for the Blind Puppy Raising Team on campus. Guiding Eyes for the Blind states "A puppy is not born a guide dog, but created through the dedication and commitment of an entire team of individuals." Our goal is to provide a place for puppy raisers, puppy sitters, and club supporters to unite in addition to ensuring that all University requirements are met by raisers on campus.

I. Name of the group

GEB Puppy Raisers @ UD

II. Object of the Organization

The group will meet twice monthly to provide information about how to become a puppy raiser on campus, puppy sitter on campus, or a club supporter, while also keeping members updated on University regulations, new GEB policies, and providing exposure for our dogs. While also educating the UD community about the role of a puppy raiser and the pup in pre-training, thereby fostering a greater understanding and respect for service animals both working and in training.

III. Affiliation with any other group

GEB Puppy Raisers of UD is affiliated with Guiding Eyes for the Blind, a 501(c)(3) organization that works to enrich the lives of the blind and visually impaired by providing them with superbly bred and expertly trained guide dogs.

IV. Guiding Eyes for the Blind Requirements

All Puppy Raisers and Puppy Sitters must follow all of Guiding Eyes for the Blind requirements for obtaining & raising a dog. In order to become a puppy raiser on campus the following must be completed: a puppy raising application, 8 hours worth of a pre-puppy training course taught by Delmarva GEB Regional Coordinator, finish a one week long trial sit with dog currently in the program, and a housing check for both on and off campus individuals. Puppy sitters must complete: 8 hours worth of a pre-puppy training course taught by Delmarva GEB Regional Coordinator, a puppy sitter quiz proving their understanding of University Regulations for the dogs, and have approved housing whether on or off campus.

V. Qualification/Criteria for selecting membership

Membership will be granted to full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group.

VI. Non-Discrimination Clause

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation

VII. Duties and privileges of membership

Members must attend bi-monthly meetings on campus. In order to have voting rights a member must be an undergraduate student who has attended at least five meetings and not have missed the three previous to the voting meeting. Puppy raisers must follow GEB requirements which include attending training classes outside of regular club meetings. (Winter session meetings are required only for those students remaining on campus.)

VIII. List other types of non-voting or representing membership

Part time students, graduate students, alumni, community members, and faculty/staff members are allowed nonvoting membership into the club. These members are not allowed to vote, hold office, count towards the group membership, nor have any influence upon decision making of the club.

IX. Absence Policies

All dogs must be present at all club meetings. If the puppy raiser is unable to attend with the dog a puppy sitter should be found to take the dog to the meeting. Females in heat are excused from training classes & club meetings. Being absent for the 3 meetings prior to the voting meeting will cause a member to lose voting privileges

X. Policies and Procedures for Disciplining/Removing members

Discipline/Removal of puppy raising opportunity will be determined by GEB Regional Coordinator & Regional Manager. Puppy sitter opportunity removal will occur if the safety of the dog is in jeopardy. Removal will also result if a members actions go against the mission of the group (including University policies for dogs on campus), or is disruptive and disrespectful in meetings or to other members.

XI. Qualifications for Officers

Executive Board Members must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. It is preferred that board members be puppy raisers but not required.

XII. Officers

Section 1: President - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. The President must have completed freshman year.

Section 2: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

Section 3: Vice-President- The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

Section 4: Secretary- The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The Secretary shall take attendance of those present at group meetings as necessary. The Secretary should also maintain the membership list and email database. The Secretary shall also be responsible for providing monthly reports to the on-campus club advisor.

The executive board as a whole will be responsible for public relations, and website maintenance.

XIII. Election of Officers

Elections will be held within the first 10 weeks of the fall semester. Members must nominate themselves for a position. In order to run for President Members must have completed their freshman year. In order to run for any executive board position members must have attended five meetings and not have missed the three prior to the voting meeting. (Winter session meetings are required only for those students remaining on campus.) Before votes are collected each member nominated must make a brief speech explaining why he or she feels they would be well suited for the position. Votes will be taken by secret ballot and then publically counted (out loud) by the President and recorded by Secretary. To be eligible to vote members must have attended 5 meetings and not have missed the 3 meetings prior to the voting meeting. In the case of a tie a re-vote will be held until a winner is determined.

Section 1: Procedure for Disciplining/Removal of Officers

Should a club officer disregard the mission of the group, become disruptive or disrespectful, or repeatedly fail to meet their requirements, they will be notified by email of the charges against them. In the following club meeting they will be given a chance to publically state why they

should be allowed to keep their position and a majority vote (following article XIII: Election of Officers Procedure) will decide the outcome. If the position is the President position the Vice President will take over and the Vice President position will remain vacant until the next voting period. If the position is a Vice President position the position will remain vacant until the next voting period. If the position is Treasurer or Secretary a necessary vote will take place following XIII Election of Officers Procedure.

Section 2: Resignations

Should an executive officer decide to resign they must notify the executive board at an executive board meeting and provide two meetings notice.

Section 3: Officer Transition

Elections will be held the second meeting in November. In order to prepare the newly elected officer for their position two executive board meetings will be held with both the previous board members and newly elected members present. This will provide opportunity to train new officers.

XIV. Meetings

Group meetings will be held twice a month on days specified at the beginning of the semester. This can be found on the website and reminders will be sent out by email. Executive board meetings will be held twice monthly. The academic advisor will receive a written monthly update on the clubs goals and plans via email.

XV. By-Laws

The altering of by-laws may only be completed through a majority vote of executive board members. Any by-laws related to GEB policies cannot be changed without approval from GEB Regional Manager & GEB Regional Coordinator.

- Puppy Raisers must not be on academic probation, have any outstanding disciplinary problems or housing violations with the University.
- Puppy Raisers must have approved housing for a dog whether on or off campus
- Puppy Raisers on campus must display a sign on their door informing others that a dog in-training lives in the room.
- Written permission from the professor must be obtained before any dog is brought into any class.
- Dogs may not be brought to class on test days to prevent distraction to the raiser as well as other students.
- Any student, raiser or sitter, with a dog on campus must follow University rules and respect the privilege of being able to raise a dog on campus.
- All dogs should be present at all meetings (with the exception of females in heat)

XVI. Selection of an Advisor

The club advisor will not be required to attend meetings but is welcome to. The club advisor will be responsible for reviewing monthly reports and monitoring the organization and goals of the club.

XVII. Disbursal of organizational assets should the group become defunct

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVIII. Define a quorum

In order to have a proper meeting 30% of club members must be present. For executive board meetings at least three members must be present.

XIX. Rules for Ratifying the Constitution

Changes to the constitution require a majority vote of the executive board and approval by the Activities and Programs Office.

XX. Rules for amending the Constitution

Adding articles/sections to the constitution requires a 2/3 vote of the executive board and advance notice to all members of the proposed change.

Signatures:

President: Lawrence M. Tiburzi

Vice President: Samuel J. Jarama

Treasurer: Scott A. King

Activities & Programs Staff: Chris F.

Date: 12/3/2010