

**THE CONSTITUTION OF  
P.R.O.U.D.  
PUPPY RAISERS OF THE UNIVERSITY OF DELAWARE**

09/20/06 08

We, the students of the University of Delaware, do hereby form the organization known as P.R.o.U.D. (Puppy Raisers of the University of Delaware) for the purpose of enhancing the independence, dignity, and self-confidence of blind people through the use of Seeing Eye dogs.

**I. Name**

The organization shall be known as P.R.o.U.D. Puppy Raisers of the University of Delaware.

**II. Purpose**

- Sec. 1. Stimulate an interest in The Seeing Eye, Inc.
- Sec. 2. Enhance the independence, dignity, and self-confidence of legally blind individuals through the use of guide dogs.
- Sec. 3. Raise puppies for the Seeing Eye in a nurturing environment, in order to give them a firm foundation of love and trust, and to expose them to different daily stimuli, such as traffic, stores, people, and animals.
- Sec. 4. Hold semi-monthly obedience training sessions for the puppy raisers and their puppies, to give them guidance, advice, and support.
- Sec. 5. Promote intellectual, social, and recreational activities.
- Sec. 6. Raise disability awareness

**III. Affiliation**

The organization will be affiliated with The Seeing Eye, Inc., a non-profit organization headquartered in Morristown, New Jersey.

**IV. Membership**

- Sec. 1. All full-time, matriculated undergraduate students at the University of Delaware who agree with the purpose and objectives of this group, and who have attended at least two prior meetings, will be eligible for voting membership (active status).
- Sec. 2. Members will consist of puppy raisers and non-puppy raisers.
- Sec. 3. The total number of on-campus puppy raisers will not exceed the limit determined by housing. All on-campus raisers must be registered with the club president and the University of Delaware Office of Residence Life.
- Sec. 4. Upon approval of the University of Delaware and the Office of Residence Life, the number of on-campus puppy raisers may be increased.
- Sec. 5. The total number of off-campus puppy raisers will not be limited.
- Sec. 6. In the event that the number of puppies placed on-campus exceeds the allotted amount, those interested will be placed on a waiting list, with previous University of Delaware raisers and those who have families that have raised Seeing Eye puppies before given priority. In both cases, puppy raisers on the waiting list are expected to be active in club meetings and

activities.

- Sec. 7. Puppy raisers are expected to attend 100% of meetings and events each semester, unless excused by an Executive Officer. In the event of an absence, the puppy raiser must make arrangements to have their dog at the meeting. All dogs must be at 100% of the events/ club functions unless excused by the Seeing Eye coordinator.
- Sec. 8. Puppy raisers must be registered with both the club president and club leader.
- Sec. 9. Non-puppy raisers must attend 50% of the meetings/events each semester to maintain voting status.
- Sec. 10. Outside of the academic year, puppy raisers are required to attend monthly meetings sponsored by their local Seeing Eye 4-H Club.
- Sec. 11. Puppy raisers must sign and comply with the terms of the club's vital agreement with the University of Delaware and The Seeing Eye.
- Sec 12. All members of the University of Delaware are welcome to join our club. Nonvoting members include faculty, staff, part time students, and graduate students.

#### **V. Non-Discrimination**

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 does not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

#### **VI. Officers**

- Sec. 1. All officers must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.5
- Sec. 2. The term of office is defined as one full academic year. Officers may hold the same position for more than one term.
- Sec. 3. **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 organization and all required paperwork for the continuation of the organization, (including the start-of-the-year, mid-year, and end-of-the-year packets.) The president will receive all information from the Activities and Programs Office from an undisclosed email database. The president will appoint and oversee all temporary committees and standing committees. The President shall approve and verify all meeting programs (i.e. speakers, movies) with the consent of the club members. He or she shall only be able to vote at club meetings in the event of a tie. All other officers and committee chairpersons shall report to the President. The President shall also be responsible for the counseling and advising of the puppy raisers with any difficulties, questions, and concerns they may have. He/ She shall also be responsible to make certain that The Seeing Eye's Area Coordinator and

Club Leader are regularly made aware of the progress and happenings of the club and its members.

**Sec. 4. Vice-President**

The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President is also responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President is responsible for the education of puppy raising applicants, and assisting in the application process. The vice president is responsible for reserving meeting space for the club and informing the secretary of this location.

**Sec. 5. Treasurer**

The Treasurer shall be responsible for all group expenditures and property log, revenue and records for the location of club property. The Treasurer shall have all checks written by the organization for the purpose of the organization signed by the office of Activities & Programs and maintain all group ledgers. The treasurer is also responsible for requesting funds from the allocation board. The Treasurer will have checks co-signed by the appropriate University of Delaware administrator.

**Sec. 6. 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. In addition, the Secretary will serve as the organization's historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary will also maintain the membership list and email database. He/she will be responsible for distributing the appropriate information to all club members.

**Sec. 7. Public Relations Chair (optional)**

The Public Relations Chair shall be responsible for promotion of the group and their events. This includes making posters, fliers, and brochures, entering information onto the University Events web page, and submitting press releases to the appropriate media.

**Sec. 8. Web Master (optional)**

The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

**VII. Removal of an Officer**

Sec. 1. Steps of removal from office are as follows: A warning will be issues to the officer by the club leader. If the situation does not improve, there will be a probation period set at the discession of the club leader. At the end of the probation period, the officer in question may be removed from office by a simple majority of the rest of the executive board.

Sec. 2. Any officer shall be automatically removed from office in the event that he is for any reason no longer able to meet the qualifications for office as

specified in Section III of Article IV. Written notice shall be given to such removed officers.

- Sec. 3. Any officer can submit a written resignation to the club leader at any time if they feel that they can no longer actively perform the duties of their respective office.
- Sec. 4. If an officer does leave office the following specifications will take place:
  - A. At the next club meeting, open nominations will occur. All nominations must be placed and accepted prior to elections. Club members can be nominated for as many positions as they would like, as long as they fill position requirements.
  - B. At the second club meeting, a vote will take place using the specifications in the Elections section.

### **VIII. Elections**

- Sec 1. All active club members who are eligible to vote are allowed a single vote for one candidate for each office.
- Sec 2. All active club members, who meet University of Delaware and P.R.o.U.D. requirements, are eligible to run for office. Any voting club member may nominate the candidate running for office. Another club member must second the nomination. All candidates shall be elected by a plurality.
- Sec 3. Nominees for President must have previously held a position on the Executive Board. The Seeing Eye Area Coordinator or Leader must nominate and/or support nominees for President. If no club member meets these requirements, the position is then open to other club members in good standing.
- Sec 4. The election sequence shall be as follows:
  - a. Initial nominations shall be made at the meeting preceding the election meeting.
  - b. The current president will accept all nominations and the club leader will accept and privately count ballots, and will formally announce the winner.
  - c. The election meeting shall be held in early May. Each nominee shall speak before the club regarding the position. Final nominations and elections shall take place at that meeting.
  - d. If a nominee is not able to be in attendance at the time of voting, he/she can select another club member to read their speech.
  - e. The executive board elections will be held by a simple majority vote. If there is not a simple majority, the top two candidates will have a revote
  - f. If the club is unable to conduct elections due the inability to fulfill constitutional requirements (due to a fluctuation of membership) the executive board will use its discretion to determine the number of individuals needed to conduct the elections.

### **IX. Meetings**

- Sec. 1. General meetings shall be held at the call of the Executive Officers, at least twice a month, consisting of one obedience training session.
- Sec. 2. Meetings of the club must have a quorum of 10 active members for any

business to be transacted.

Sec. 3. Any urgent business that cannot be voted upon due to a quorum not being present at the meeting, or if sufficient time to call a meeting is not available, shall be decided by the voting of the Executive Board.

Sec. 4. The Executive Board shall meet at least every month at the President's call.

## **X. Club Advisor**

Sec 1. The advisor **MUST** be a full time professional faculty or staff member. No part time/salaried staff or graduate students may serve as the advisor.

Sec 2. The advisor should agree with the objectives, and assist the club leader when called upon. The role of the advisor is to motivate the club to continue to grow and develop as a university club, offer guidance to the organization, and help club members develop leadership skills.

Sec 3. The advisor has the option to attend all public meetings and events. Upon the request of the executive board, the advisor can be barred from an executive board meeting.

Sec 4. The advisor is expected to be available to the club leader and executive board, if called upon.

Sec 5. An advisor will be chosen, for an indefinite term, by the executive board. The club will then vote at the following meeting.

Sec 6. An advisor can be relieved from his/her duties in the following ways

- a. by mutual consent of the club and advisor
- b. by a majority vote of the executive board
- c. by notice from the advisor

Sec 7. The club has the right to relieve the advisor at any time it feels that the advisor is adversely affecting the club, overstepping boundaries, or for any other reason.

Sec 8. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of our organization.

## **XI. Establishment of Committees**

Sec. 1. Standing committees shall be formed upon their need to help the Executive Board run and organize events and programs.

Sec. 2. The President shall appoint chairpersons for each standing committee, and announce his or her appointments to the club members at the beginning of club meetings.

Sec. 3. The duties of each committee chairperson shall be to organize and assign duties to their respective committee.

## **XII. Disbursal of Organizational Assets**

The University of Delaware shall inherit the assets of the organization should the group become defunct.

## **XIII. Define a quorum**

At least 10 active, voting members must be present in order to transact any

business at general meetings.

**XIV. Ratification**

This constitution will become effective upon a 2/3 vote of the organization and approval by the Activities and Programs Office.

**XV. Amendments**

This constitution may be amended by a 2/3 vote of the entire voting membership and advance notice to all members of the proposed change.

**XVI. Signatures**

  
\_\_\_\_\_  
President

5/21/08  
Date

  
\_\_\_\_\_  
Advisor

5-21-08  
Date

\_\_\_\_\_