



## advoCATs Chapter Bylaws

### ARTICLE I: NAME & PURPOSE

**Section A: *Name*** – The name of this club shall be “advoCATs of \_\_\_\_\_.”  
[Insert School Name]

**Section B: *Regional Affiliation*** – The rules and regulations of the Regional Constitution shall be followed when not inconsistent with the rules and regulations of the advoCATs chapter named in Article I - Section A.

**Section C: *Purpose*** – The purpose of this club shall be:

1. Be an advocate for abandoned & cats in kittens in local shelters.
2. Raise an awareness on the euthanasia rates of cats and all animals within municipal shelters.
3. Fundraise for the overseeing advoCATs national program in supporting partnering cat shelters and cat refuge sites
4. Publicly demonstrate the above mentioned through the campus and community.

### ARTICLE II: MEMBERSHIP & DUES

**Section A: *Eligibility*** - Membership shall be open to all students on campus regardless of academic major. The primary eligibility requirement would be the love of cats and the willingness to be their voice as an advoCAT.

**Section B: *Dues*** – There are no “Dues” for any regional advoCATs club as of 04/23/2017 \*this is subject to change at any future date.

### ARTICLE III: OFFICERS

**Section A: *Officers*** – The officers shall be a President, Vice-President, Secretary, and Treasurer. *These are general officers, add officers specific to the needs of the club, if necessary.*

**Section B: *Eligibility*** – Officers must be at-least “Part-time” students currently enrolled and in good standing for the current semester. Officers must maintain a **2.0 GPA** or higher for the current semester.

**Section C: *Election*** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

**Section D: *Term*** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Section E: *Vacancy*** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

## ARTICLE IV: DUTIES OF OFFICERS

**Section A: *President*** – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officer member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office
- Submit all approved agendas to the advoCATs headquarters on a monthly basis.

**Section B: *Vice-President*** – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as chairperson of the Program Committee

**Section C: *Secretary*** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- Submit all approved minutes to the advoCATs headquarters on a monthly basis.

**Section D: *Treasurer*** – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Submit all financial reports and donation funds to the advoCATs headquarters on a monthly basis.

## ARTICLE V: MEETINGS

**Section A: *Meetings*** – Regular meetings shall be held bi-weekly or monthly during the regular school year.

**Section B: *Special Meeting*** – Special meetings may be called by the President with the approval of the Executive Committee.

**Section C: *Quorum*** – A quorum shall consist of two-thirds (2/3) of the membership.

**Section D: *Parliamentary Authority*** – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## ARTICLE VI: EXECUTIVE COMMITTEE

**Section A: *Responsibility*** – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: *Membership*** – This committee shall consist of the officers as listed in Article III and the faculty advisor.

**Section C: *Meetings*** – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

#### **ARTICLE VII: ADVISOR**

**Section A: *Selection*** – there shall be a faculty/staff advisor who shall be selected each year by the membership.

**Section B: *Duties*** – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the campuses' department which is responsible for student club activities.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

#### **ARTICLE VIII: COMMITTEES**

**Section A: *Program Committee*** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

**Section B: *Other committees*** – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

**Section C: *Special Committees*** – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

#### **ARTICLE IX: AMENDMENTS**

**Section A: *Selection*** – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

**Section B: *Notice*** – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

*Save the Kitties*

[advocatsmeow.org](http://advocatsmeow.org)