



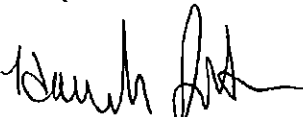



UConn Paws and Claws - Constitution

1. **Name of Organization:** The official name of this organization shall be UConn Paws and Claws.
2. **Mission Statement:** The mission of this organization shall be to promote the welfare of animals and educate the public about animal-related issues. We aim to facilitate the adoption of animals in shelters, increase awareness and make contributions to shelters and animal establishments. We will welcome guest lecturers and professionals to speak about various topics throughout the semester, and host events on campus and in surrounding areas.
3. **Membership Composition:** This organization shall be comprised of all undergraduate students interested in promoting the welfare of animals. It is open to students of all majors.
4. **Officers:**
 - a) **President:**
 - I. Preside over all executive and membership meetings
 - II. Represent Paws and Claws and its members at all times
 - III. Attend Executive SOLID Workshop
 - IV. Attend Mission, Values and Culture SOLID Workshop
 - V. Oversee the actions and duties of all other officers
 - b) **Vice President:**
 - I. Handles internal functions of the organization
 - II. Assists President in fulfilling goals of the organization
 - III. Assumes duties of President if office become absent
 - IV. Attend Executive SOLID Workshop
 - V. Attend Mission, Values and Culture SOLID Workshop
 - c) **Treasurer:**
 - I. Keep financial records updated and accurate
 - II. Balance organization checkbook
 - III. Write checks and deposit funds in Business Office Account
 - IV. Attend Treasurer SOLID Workshop
 - V. Attend Mission, Values and Culture SOLID Workshop
 - d) **Secretary:**
 - I. Keep accurate history and records of organization activities and meetings
 - II. Book rooms for meetings and events.
 - III. Write and distribute meeting minutes for each meeting
 - IV. Keep records of communications and correspondences
 - V. Complete Secretary SOLID Workshop
 - VI. Attend Mission, Values and Culture SOLID Workshop
 - e) **Event Coordinator:**
 - I. Help with the planning and execution of all events.
 - II. Work with social media coordinator to publicize events.

- f) **Social Media Coordinator:**
- I. Maintain webpage for UConn Paws and Claws with regular updates
 - II. Design and maintain social media accounts including Facebook and Instagram to promote the organization
 - III. Design graphics and posters to interest UConn students and promote fundraisers and ideas
1. **Decision Making Model:** As a general rule, UConn Paws and Claws shall use majority vote to make its decisions. If members are not present, then they relinquish their right to vote.
 2. **Meetings:** Meetings will be held at least once a month.
 3. **Advisors:** Advisor duties will be to observe and oversee the mentoring of students and assist when necessary. The advisor does not participate in voting.
 4. **Funding:** Our organization will seek funding from the Undergraduate Student Senate. UConn Paws and Claws will also hold fundraisers at a minimum of once a semester to bring in additional funding.
 5. **Constitutional Amendments:** This constitution may be amended by the officer team and general membership with a 2/3 vote.
 1. **Beneficiary Addendum:** Should our organization cease to exist, our funds will be donated to Big Fluffy Dog Rescue: 1206 Russell St. Nashville, TN 37206 and Our Companions Animal Rescue: P.O. Box 956 Manchester, CT 06045, 860-242-9999.
 6. **Enabling Clause:** The constitution was voted on and put into effect on Wednesday, January 18th 2017.

Signed by:

President:		Heather DesRoches
Vice President:		Catherine Cabano
Treasurer:		Evan Callahan
Secretary:		Hannah Johnson
Event Coordinator:		Hannah Johnson
Social Media Coordinator:		Alicia Fitzmaurice

ORGANIZATION NAME: UConn Paws & Claws

Yes	No	Checklist for Constitutions: Articles & Clauses
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Check Org Name vs SOLID Database - do they match exactly?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Formal name of the organization *does not say "University of Connecticut"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Organization's purpose/ mission statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Membership composition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Organization Officer Positions *double check the EVC does not book event space
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Organization decision making model
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Meetings
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Organization Advisor *cannot have voting rights → No name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Funding
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Amending the Constitution
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Beneficiary Addendum *Cannot be an individual person; must be charity, org, etc - Must Include Address Information if off campus organization *remind group to review and update Beneficiary Card w/ business office
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Enabling Clause *is this date recent?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Signature line/block *signed by President, Vice President, Treasurer, and Secretary
<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A Do attached Meeting Minutes indicate an Approval Vote & Are <u>signed</u> by the President, Vice President, Treasurer, and Secretary *minutes not required of New Orgs

Is This Org Changing Its Name?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is there an additional Signed & Dated Name Change Form?
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IF EVERYTHING IS ACCEPTABLE

<input type="checkbox"/>	<input type="checkbox"/>	Date stamp
<input type="checkbox"/>	<input type="checkbox"/>	Scan and Save to Student Org Electronic Folder
<input type="checkbox"/>	<input type="checkbox"/>	Place in the The Ambassador Cove (area behind the front desk)
<input type="checkbox"/>	<input type="checkbox"/>	Email dsaSOS@uconn.edu that you dropped off a constitution

Checklist filled out by: Kaitlyn Coyle Date: 1/18/17

PLEASE CHECK OUT THE PROCESSING INSTRUCTIONS ON THE BACK!