

**CONSTITUTION AND BYLAWS OF
THE PURDUE EQUINE ASSISTED PROGRAMS CLUB (PEAP)**

Revised November 17, 2007

ARTICLE I – Name

This organization shall be known as the Purdue Equine Assisted Programs Club, also known as and hereforward referred to as “PEAP”.

ARTICLE II – Purpose

The purpose of this organization shall be:

- A. to promote fellowship among equine assisted program enthusiasts.
- B. to promote excellence in equine assisted programs.
- C. to develop camaraderie among members of the organization.
- D. to promote local equine assisted program centers.
- E. to promote and become active in other horse related events and activities that lie within the interest of this organization and are consistent with these bylaws.

ARTICLE III – Membership

Membership in this organization shall be:

- A. Active members – any full-time undergraduate or graduate student registered at Purdue University who has signified that he/she is interested in participating in Equine Assisted Programs and other horse related activities is eligible for active membership.
 - 1. A member is considered active once he/she has paid club dues.
 - 2. Once a member is active, he/she will be eligible to vote and hold office in the organization.
 - 3. All active members must volunteer in some capacity for an equine assisted program for no less than 5 hours a semester.
 - 4. Expulsion of members will be considered on the basis of inappropriate conduct in the capacity as a member in the organization, failure to pay dues, and other rules and regulations as determined by ammendments to the PEAP constitution and bylaws and Purdue University and will be implemented upon a majority vote of the Executive Board.
- B. Adjunct members – any Purdue University faculty, staff or part-time student who has signified that he/she has an interest in horse related activities is eligible for adjunct membership.
 - 1. Adjunct members may not vote or hold office in the organization.
 - 2. The faculty advisor is designated as a non-student member of the organization, with all rights and privileges therein, except for the right to vote or hold office

- C. Honorary members – honorary membership may be conferred on any person actively identified with horse interests by unanimous vote of the club.
- D. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

ARTICLE IV – Officers

Section 1 – Number of officers

The officers of this club shall be a President, a Vice-President, a Secretary, a Treasurer, an Assistant Treasurer, Publicity Representative, an Ex Officio, a faculty advisor, and such other officers as PEAP may, from time to time, deem expedient and necessary.

Section 2 – Election of officers

- A. All officers, except the treasurer, shall be elected at the annual meeting.
- B. Officers shall serve for one year or until their successor is elected.
- C. The President shall be elected from the membership of PEAP and must have been an active member in the organization in the preceding school year.

Section 3 – Assistant treasurer and treasurer

- A. The Assistant Treasurer shall be elected at the annual meeting.
- B. The previous assistant treasurer shall become the new treasurer.
- C. The Assistant Treasurer shall serve for one year as assistant treasurer, followed by one year of service as the treasurer.

Section 4 – Eligibility of officers

- A. The eligibility of officers in PEAP will be in accordance with Part 7, section III of Purdue University Regulations, A Student Handbook.
- B. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5 – Eligibility of voters at Election of Officers

- A. To be eligible to vote at the annual meeting for the election of officers of the club, a member must be considered an active member prior to the meeting.
 - 1. The treasurer and assistant treasurer will determine who is an active member by keeping record of which members have paid dues.
 - 2. At the annual meeting, the treasurer and assistant treasurer will distribute official ballots to active members only.
- B. The 2/3 quorum present at the annual meeting shall be the voting body that will elect new club officers.

Section 6 – Installation of officers

The officers shall be duly installed at the close of the meeting at which they are elected.

Section 7 – Advisor(s)

The Advisor(s) shall be selected and approved by the organization.

ARTICLE V – Duties of Officers

Section 1 – President

The President shall:

- A. preside at all meetings, maintain their order, and ensure that the agenda is followed.
- B. chair the executive board.
- C. sit and have a vote on the executive board.
- D. enforce a rigid observance of the Constitution and Bylaws adopted by the organization.
- E. see that officers perform their official duties.
- F. inspect the results of the balloting when deemed necessary.
- G. sign all orders drawn by the Secretary and other official documents of the organization.
- H. appoint a substitute Secretary in the absence of the regular Secretary, from the membership present.
 - 1. The substitute secretary will only serve for the duration of the meeting in which he/she is appointed.
 - 2. Substitute secretary will assume all duties of the Secretary for that meeting only
- I. provide leadership to PEAP.
- J. act as a bridge between PEAP and Purdue University.
- K. serve as liaison between PEAP and the directors of area equine assisted programs
- L. serve as the Ex Officio at the conclusion of their presidency for one-year or until they have graduated, whichever date is reached first.

Section 2 – Vice-President

The Vice-President shall:

- A. assume all the duties of the President in the absence of the official.
- B. assist in the promotion of the best interest of the organization as the President may direct.
- C. sit and have a vote on the executive board.
- D. coordinate all special committees in the organization.
- E. be a voting member of all special committees.
- F. update and maintain the PEAP website on a regular basis.

Section 3 – Secretary

The Secretary shall:

- A. keep minutes of all meetings and post a copy at the appropriate forum.
- B. issue all orders and notices required.

- C. conduct all correspondence of the organization.
- D. make an annual report of the work and accomplishments of the organization.
- E. sit and have a vote on the executive board.
- F. take attendance at meetings.
- G. create a newsletter at least once a semester and distribute it to all members, coaches, and the advisor(s).
- H. keep all completed membership information forms, academic release forms, and other forms, as well as blank copies of all forms members of the organization may require.

Section 4 – Treasurer

The treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.

The Treasurer shall:

- A. keep record of all money due to the organization from members, and receive all money due to the organization.
- B. sit and have a vote on the executive board.
- C. teach the assistant treasurer the proper procedures to follow for all monetary matters.

Section 5 – Assistant Treasurer

The Assistant Treasurer shall:

- A. learn from the Treasurer the proper procedures to follow for all monetary matters.
- B. sit and have a vote on the executive board.

Section 6 – Publicity Representative

The Publicity Representative shall:

- A. coordinate a club representative to the Purdue Agriculture Council.
- B. promote events of PEAP on the campus of Purdue University by posting flyers and writing chalk-talks in accordance with the policies of the Student Activities and Organizations Office of Purdue University.
- C. write and distribute news releases to local media.
- D. write and place meeting reminders in the classified section of Purdue Exponent.
- E. sit and have a vote on the executive council.
- F. Chair Fundraising committees and coordinate efforts

Section 7 – Ex Officio

The Ex Officio shall:

- A. act as a consultant to the executive council and provide necessary advice when key decisions are being made by the executive council.
- B. sit and have a vote on the executive board.

Section 8 – Advisor(s)

The Advisor(s) shall:

- A. act as an official representative of the Faculty of Purdue University.
- B. advise the organization whenever such advice is needed.

Section 9 – Impeachment of Officers

- A. an officer can be impeached by a 2/3-majority vote of a quorum.
- B. if an officer is impeached or resigns prior to the end of their term, an interim officer will be appointed by the executive board until a new member is elected to that position at the next possible meeting.

ARTICLE VI – Meetings

Section 1 – Dates of meetings

The regular meetings of the organization shall occur once each month, and will be determined by the executive board. The executive board will meet twice monthly, or as called on an "as needed" basis, as designated below in the Special Meetings section.

Section 2 – Annual meeting

The regular meeting in April shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3 – Special meetings

Special meetings may be called by the President, the Executive Board, or by the written request of ten members of the club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 4 - Quorums

A quorum will consist of 2/3 of those members at a meeting.

ARTICLE VII – The Executive Board

- A. The officers of the organization, including the advisors, shall constitute the Executive Board.
- B. The Executive Board shall have general supervision of the affairs of the organization between its business meetings, fix the hour and place of meetings, make recommendations to the organization, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.
- C. Special meetings of the Board may be called by the President or can be called upon by written request of three members of the Board.

ARTICLE VIII – Committees

- A. Committees, standing or special, shall be appointed as needed by the Presiding officer with the approval of a majority of the members present.
- B. All committees will submit written reports to be put in the hands of the secretary and filed for future reference.

ARTICLE IX – Dues

Dues in the amount of \$10 are due from each active member within 30 days of the first semesterly meeting or within 30 days of joining the club for each semester of membership. A member will not be considered active until dues are paid. Penalties can include: denial of voting rights, denial of membership, or other penalties deemed necessary.

ARTICLE X– Amendments of Constitution and Bylaws

These bylaws may be amended at any regular meeting of the club by a 2/3 vote of the quorum, provided that the amendment had been submitted in writing at the previous regular meeting.

All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

BYLAWS

Bylaws shall be added as they are needed

Date of Adoption

Date of Recognition

President’s signature

Office of the Dean of Students

Advisor’s Signature