

Amended Bylaws

Passed at the Board meeting on February 11, 2018.

PNWHS Bylaws

ARTICLE I: Objectives

PNWHS's purposes as stated in the Constitution shall be achieved by:

1. Holding monthly meetings, during which informative lectures, films, demonstrations and open forums may be presented and discussed. These meetings will be open to the public.
2. Establishing contact and exchanging information with herpetologists and herpetological societies throughout the world.
3. Publishing periodic newsletters and journals containing information of interest to amateur and professional herpetologists.
4. Establishing a PNWHS educational program which includes speakers for lectures at schools, museums, public exhibits, community events, and the development of herpetological educational materials such as brochures, pamphlets and posters on such items as care, husbandry and conservation.
5. Serving as a consultant and advocates on matters pertaining to the preservation and conservation of herpetofauna, as well as monitoring and becoming involved with legislative and environmental issues which affect herpetofauna.
6. Establishing an adoption program for unwanted and/or mistreated herpetofauna.

ARTICLE II: Membership and Dues

1. Membership in PNWHS shall be on an annual basis and may be granted when the following conditions have been met:
 1. A membership application has been filed with the Membership Secretary.
 2. Dues have been paid.
 3. Conduct is conforming to the Code of Ethics of PNWHS.
2. Classes of Voting Membership shall be:
 1. Individual (1 vote)
 2. Family (2 votes)
 3. Corresponding (1 vote)
 4. Institutional (1 vote)
 5. Sustaining (1 vote)



ARTICLE VI: Vacancies and Absences

1. Resignations of Board Members shall be in writing and shall be delivered to the President or Board Members of PNWHS.
2. Should a Board Member resign during the year, the remaining Board Members shall appoint a member of PNWHS to assume the office until next election.
3. No Board Member may be removed from the Board except for failure to perform the duties of the office or for violation of existing Society rules. Investigation, evaluation and resolution of the alleged violation(s) shall be conducted by the Executive Board.

ARTICLE VII: Committees

1. The Executive Board shall establish any committee that shall be deemed necessary to conduct any business of PNWHS.
2. Committees shall report their progress or findings to the membership at the General Meetings and Board Meetings.
3. Ad Hoc Committees
 1. The Board shall appoint any Ad Hoc Committee that shall be deemed necessary to conduct any special business of PNWHS.

ARTICLE VIII: Code of Ethics

1. A Code of Ethics shall be established for the purpose of maintaining a high level of ethical conduct among members. Only individuals who abide by the Code of Ethics can retain their membership in PNWHS. The Code of Ethics can be modified as the Executive Board deems advisable.

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5. Membership Secretary – Shall maintain and update monthly the current membership mailing list of the Society. Shall produce a mailing list for the editor as requested. Shall keep all PNWHS member-ship records. Shall coordinate with the Treasurer on members' dues status. Shall provide new members with a Membership Packet containing the PNWHS Constitution, Bylaws, Code of Ethics and other relevant material, either by mail, in person, or by email.
6. Members-at-Large – No less than two (2) elected (voting) Members, no more than three (3) appointed (non-voting) Members. Shall assist the other members of the Board in their duties. Shall be available to chair ad hoc committees.
7. **Adoptions and Fostering Coordinator** (Amendment to be voted on at the March 2018 meeting) - **Oversee all surrenders, fosters and adoptions. Answer or return calls in a timely manner that come into the adoption and surrender line and deal with the public and assorted groups including but not limited to, Animal Control, local Humane Societies, Fish and Wildlife, zoos and other rescues. Maintain a record of adoptions and surrenders as well as current fosters both available for adoption and currently being rehabbed for hopeful future adoption. Evaluate surrenders to determine which may or may not require veterinary care and oversee the rehabbing of sick or injured animals that are in foster care. Help store and distribute as needed enclosures and supplies that are donated with surrendered animals, to insure all fostered animals are housed and fed properly. Insure that all foster homes are capable of providing the care required to maintain animals being fostered by screening applicants and checking in periodically with them. Conduct follow up visits at meetings when and where possible, or by whatever means available on a case by case basis, to insure all adopted animals are cared for properly during the length of the adoption contract. Issue receipts for donations of either cash or supplies. Safeguard all funds received and transfer them to the treasurer at every meeting with an itemized report of their**



source. Make available at every meeting the current list of animals being fostered and by whom.

ARTICLE IV: Meetings

1. At the beginning of each General Meeting there shall be a business meeting.
2. Any motion approved by the Board shall be reported to the general membership at the next General Meeting.
3. Committee chairpersons shall make a report at each General Meeting.
4. The Agenda of each General Meeting shall include an opportunity for input by any member.

ARTICLE V: Elections

1. All current paid PNWS members are eligible to run for office.
2. All Candidates shall abide by the PNWS Constitution, By-Laws and Code of Ethics.
3. A Board Member's term shall run for one (1) year, subject to Article VI of the By-Laws, or until a successor is chosen.
4. Notice will be given in October that nominations will be opened to Membership at the November General Meeting.
5. Method of Election
 1. Election of Board Members shall be by mail-in ballot.
 2. Election shall be by largest number of votes. Voters should choose two (2) Members-at Large.
 3. The list of Candidates, Candidates' statements and Ballots shall be mailed to each voting member by the first of December.
 4. To be valid, the completed ballots must be returned in the envelope provided to the head teller of the Election Committee and must be received by January 10th.
 5. At least 20% of the voting membership at the time of balloting must return completed ballots to validate the election results.
6. At the close of the Annual Meeting, upon validation of the election by the Election Committee, the chairperson of the Election Committee shall introduce the newly elected Board Members and shall certify that they agree to abide by the Constitution, Bylaws and Code of Ethics. Newly elected Board Members shall then assume office.



3. Individual Duties of Board Members:

1. President – Term of office runs from January through December. Shall be the principal executive officer of the Society and shall oversee the general administration of the Society. Shall chair all General and Board meetings and be an ex-officio member of all committees. Shall develop the speaker schedule for regular monthly meetings and secure the meeting location.
2. Vice-President – Shall, in the event of the absence or inability of the president to exercise the duties of office, become acting president in the interim, with all rights, privileges and responsibilities as if being the duly elected president. Shall assist the president as necessary. Shall be responsible for coordinating all events, exhibits and presentations.
3. Secretary – Shall record, keep and report in the newsletter the minutes of all General and Board meetings. Shall be responsible for all general correspondence not bequeathed to the President or other appropriate Board member. Shall maintain and record the Society's Constitution, Bylaws and Code of Ethics. Shall keep record of the Registered Agent for inquiries from the State of Washington. Shall act as librarian for all media and common property of the membership (such as books, videos, newsletters, correspondence and equipment), except as otherwise deemed necessary by the Board.
4. Treasurer – Shall keep financial records and accounts of the Society, including all monies received and disbursed. Shall collect all membership dues. Shall pay all obligations of the Society as directed by the Board, except contract bills which may be paid without specific direction. Can give a vocal public summary at meetings with a printed summary of the year's financial activities published in the December Newsletter. Shall present the annual budget proposal to the General Membership for approval at the March General Meeting. Shall assist the newly elected Treasurer in the preparation of the budget proposal for the new fiscal year.



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- Membership in PNWHS shall be terminated when it has been determined by the Membership Secretary that dues are delinquent by two (2) months.
- The membership of any member of PNWHS may be rescinded if it is determined that the member's activities are contrary to the objectives and/or Code of Ethics of PNWHS. Investigation, evaluation and resolution of the alleged violation(s) shall be conducted by the Executive Board.
- Dues shall be set by the Executive Board.
- Any member who resigns his or her membership, or whose membership has been rescinded prior to completing one (1) full year shall not receive a refund of dues.
- If an individual or family is on public assistance, their joining rate may be reduced by half, providing proof of said assistance.

ARTICLE III: Executive Board

- Composition of Board:
 - The Executive Board of PNWHS shall consist of
 - General Duties of Board Members
 - Board Members shall familiarize themselves with the content of the PNWHS Constitution, By-Laws and Code of Ethics and shall agree to conduct themselves accordingly.
 - The Executive Board shall be empowered to transact the business of the Society between General Meetings. A Majority of the Board Members must be present to conduct business.
 - Each elected Board member shall have one (1) vote with the exception of appointees. Appointed Board Members shall not have a vote. Four (4) voting Board members shall constitute an official quorum.
 - To avoid a real or apparent conflict of interest, no member of the Board shall vote on any issue or matter where he or she has a personal gain.
 - Board Members are expected to make every effort to attend all Board meetings. Board Members may have a total of three (3) excused absences with approved notification within 24 hours of acceptable emergency notification of circumstances. Board Members may call or video conference in on the Board Meeting for any of the three (3) excused absences. Absences to be approved by the President.

