

**CONSTITUTION AND BY-LAWS  
OF THE  
VIRGINIA ANIMAL CONTROL ASSOCIATION**

**CONSTITUTION**

**ARTICLE I (Name)**

- Section 1. This organization shall be known as the Virginia Animal Control Association and hereafter is referred to as the “Association”.
- Section 2. Its Board of Directors, hereinafter described, shall comply with the laws of the United States and with the laws of the Commonwealth of Virginia in the performance of their duties for the Association.
- Section 3. It shall forever remain a non-profit organization in fact.

**ARTICLE II (Objectives and Purpose)**

1. Education and training of animal control personnel.
2. Education of the public in responsibilities of animal ownership and promotion of understanding and cooperation between animal control personnel and the public.
3. Exchange of information regarding animal control programs.
4. Provision of expertise and guidance on animal control programs to officials at City, County and State levels.
5. Development of standards and certification procedures for animal control personnel.
6. Identification and recommendations on problems requiring further research.
7. Liaison with other professional organizations and groups having related interests.

**ARTICLE III (Memberships)**

The general membership of the Association shall consist of Active, Associate, and Supportive members.

1. Active membership shall be open to: Current Animal Control Officers and retired Animal Control Officers.
2. Associate membership shall be open to:  
Individuals who are interested in animal control.
3. Supportive membership shall be open to:  
Businesses, municipalities, companies or organizations interested in animal control.

4. Honorary lifetime membership may be conferred upon: Any person who has made an outstanding contribution to the field of animal control. Recommended and approved by a two-thirds vote of the Executive Committee. Exempt from dues.

#### ARTICLE IV (Board of Directors)

- Section 1. There shall be a body known as the Board of Directors of the Association, which has authority and is responsible for the governance of the Association. The Board of Directors shall conduct all business of the Association.
- Section 2. The Board of Directors has no fewer than nine (9) members or more than twelve (12) members elected from and by the active membership. The Board of Directors shall include the past president.
- Section 3. Only Active Members in good standing are eligible for nomination to the Board of Directors.
- Section 5. The power, duties, terms of office, and method of election of the Board of Directors are as specified in the By-laws.

#### ARTICLE V (Officers)

The officers of the Association shall be a President, Vice President, Secretary and Treasurer. The powers, duties, terms of office, and method of election of the officers are as specified in the By-laws.

#### ARTICLE VI (Amendments)

- Section 1. Any three or more active members may propose amendments to this Constitution by submitting same in writing to the President at least sixty days prior to any regular or special meeting of the Board of Directors. An affirmative vote of at least 60 percent of the Board of Directors present and voting shall constitute adoption.
- Section 2. A majority of members present at a regularly scheduled meeting may propose and pass an amendment.

## BY-LAWS

### ARTICLE I (Election of Board of Directors)

- Section 1. Election of the Board of Directors shall take place at the annual meeting of the Association. A simple majority of those members present and voting shall be decisive.
- Section 2. The Nomination Committee shall submit candidates for each vacancy on the Board of Directors at the annual meeting of the Association. Candidates shall be current or retired animal control officers in good standing with the Association as well as their respective agency. The application process and deadline shall be determined by the Board.
- Section 3. In the initial election, the two nominees receiving the largest vote shall serve for three years on the Board of Directors. Nominees receiving the third and fourth highest number of votes shall serve a two-year term of office. Those placing fifth and sixth in the election shall each serve a one-year term on the Board of Directors. Thereafter two members of the Board of Directors shall be elected annually for a term of three years each. The officers of the Association are members of the Board of Directors (for their election procedure, see Article III of the By-laws).
- Section 4. In the event that any Board of Directors member shall miss two consecutive meetings at which he or she was not represented by an alternate appointed in writing, the President shall declare the position vacant and shall appoint, with approval of the remaining members of the Board of Directors, an active member of the Association to complete the term of office. Excused absences shall include but not be limited to:
- (1) A death in the immediate family in accordance with the Family Medical Leave Act.
  - (2) Subpoena requiring court appearance.
  - (3) Medical condition of the board member which does not allow travel as dictated by a physician.
  - (4) Circumstance beyond a board members control to be approved by a majority vote of the board of directors.

Said member will be notified by the President of their removal from the board.

## ARTICLE II (Duties)

- Section 1. The Board of Directors shall conduct all business of the Association.
- Section 2. The Board of Directors shall act on all matters presented to it by the President or any member of the Association after presentation for the agenda, in writing, at least thirty days prior to the scheduled date of the meeting. The vote of the Board of Directors, carried out in accordance with customary parliamentary procedure, shall be final.
- Section 3. The Board of Directors may conduct duties in person, by electronic means or letter correspondence. Information shall be forwarded to the Secretary of the Association.
- Section 4. Fifty-five percent of the members of the Board of Directors shall constitute a quorum.

## ARTICLE III (Election of Officers)

- Section 1. The officers of the Association are President, Vice President, Secretary, and Treasurer.
- Section 2. Officers are elected by a majority vote of the Board of Directors as soon as possible following the annual election of the Board of Directors. Officers serve a one-year term or until their successors are elected.
- Section 3. The Board of Directors may remove an Officer at any time with cause by a two-thirds vote of the Board.

## ARTICLE IV (President)

- Section 1. The President shall be the Chief Executive Officer of the Association.
- Section 2. The President shall:
- A. Preside at all general meetings but is empowered with the authority to yield the chair to the Vice President for the performance of these duties.
  - B. Deliver a report at the regular annual meeting pertaining to the plans and accomplishments of the Association.
  - C. Be the chairman of the Board of Directors and fill vacancies that may occur within the Board with approval of a Board majority.

- D. Appoint a Nomination Committee whose purpose shall be to propose a slate of candidates for the Directors of this Association to the membership at the annual meeting.
- E. Appoint the chairman of all committees and shall promptly fill vacancies in the membership of committees created by any cause (see Article IX).
- F. Be considered as an ex-officio member of all committees with full power to supervise and direct their work.
- G. Preside at all Board of Directors meetings.

#### ARTICLE V (Vice President)

Section 1. The Vice-President shall:

- A. Assist the President in the performance of his or her duties and act in his or her stead in the event of an absence.
- B. Shall serve as the coordinator of the annual conference.

#### ARTICLE VI (Secretary and Treasurer)

Section 1. The Secretary shall:

- A. Record the minutes of Association's meetings and those of the Board of Directors.
- B. Be responsible for the maintenance of all records, correspondence, and properties.

Section 2. The Treasurer shall:

- A. Collect the revenues owed the Association, disburse money for authorized purposes, maintain appropriate records and maintain yearly tax filings for the Association.
- B. Collect dues from the membership and maintain a roster of all members of the Association.

The Secretary and Treasurer shall be bonded at the expense of the Association.

## ARTICLE VII (Dues and Fees)

- Section 1. Dues shall be payable on or before January 31 of each calendar year.
- Section 2. The amount of annual dues shall be \$35.00 for active members and can be changed only by the majority vote of the Board of Directors.
- Section 3. Members whose dues are not paid within sixty days shall receive a final notice stating that the account and/or dues are then delinquent. Non-payment of dues by shall result in the member being dropped from the rolls.
- Section 4. No member shall be permitted to exercise any right or privilege of membership while his or her dues are delinquent.
- Section 5. The fiscal and membership year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
- Section 6. Associate membership shall have the same right as all other members except they shall not be entitled to vote nor hold elected office, and they shall pay \$25.00 yearly dues.
- Section 7. Supportive members shall have the same rights as all other members except they shall not be entitled to vote nor hold elected office and shall be required to pay an annual fee of \$45.00.

## ARTICLE VIII (Memorial/Compassion Fund)

This memorial/compassion fund was set up by the board of directors of the Association for discretionary use in the event of the death of an animal control officer, death of a spouse or dependent or injury or illness of an animal control officer. A memorial/compassion fund committee shall comprise of three members of the board along with the secretary or treasurer.

*Death of an officer.* This includes line of duty or from natural causes. The family is entitled to receive a monetary gift of up to \$400.

*Death of a spouse or dependent child.* This includes the spouse of the animal control officer or dependent child under the age of 18. The animal control officer is entitled to a monetary gift of up to \$200.

*Injury or illness.* This section shall apply in the event an officer suffers an injury or illness while working or during regular time off. The animal control officer may receive a monetary gift not to exceed \$200. The officer, supervisor of animal control from the officer's jurisdiction or a member of the Board of Directors must request assistance from the Association. The committee shall examine the request on its merits and shall decide on a monetary gift amount.

At the annual Association meeting, a financial report including this fund shall be read with the treasurer's report. The board has discretion to adjust or utilize the available funds as deemed necessary and appropriate.

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## ARTICLE IX (Committee)

The President shall have the power to appoint such committees as deemed necessary to conduct the business of the Association (see Article IV).

## ARTICLE X (Removal and Suspension of Members)

- Section 1. Members may be removed from the Board of Directors and/or the Association for actions detrimental, damaging or for conduct resulting in discrediting of this Association. All charges will be investigated by a committee appointed by the President. In the event the President is being investigated, the Vice-President will appoint the committee. The investigative committee shall consist of three (3) board members and the President or Vice-President. The member may be removed by a two thirds ( $2/3$ ) majority vote of the Board of Directors.
- Section 2. Any Member may be suspended from his/her duties by a simple majority vote of the Board of Directors.

## ARTICLE XI (Procedure for Amending By-laws)

This procedure for amending the By-laws shall be the same as applies to the constitution of the Association.

## ARTICLE XII (Parliamentary Procedure)

All business meetings of this Association shall be conducted in accordance with Robert's Rules of Order, Revised.