

**OREGON
ANIMAL
CONTROL
COUNCIL**

BYLAWS

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OREGON ANIMAL CONTROL COUNCIL BYLAWS

ARTICLE I: NAMES & EMBLEMS

Section 1: The name of this organization shall be the OREGON ANIMAL CONTROL COUNCIL hereinafter referred to as "OACC."

Section 2: The name of the elected offices for OACC shall be the BOARD OF OFFICERS.

Section 3: The name of special committees assigned by the Board of Officers for the purpose of fulfilling necessary activities shall be the COUNCIL CHAIRS. The name of the elected offices combined with the active Council Chairs shall be the EXECUTIVE COUNCIL.

Section 4: The representatives of the various State of Oregon Districts are called DISTRICT REPRESENTATIVES, and as a body, are called the BOARD OF REPRESENTATIVES.

Section 5: The combination of the Board of Officers, Council Chairs and Board of Representatives shall be called the FULL COUNCIL.

Section 6: The organization that OACC has a working relationship with are called ASSOCIATES.

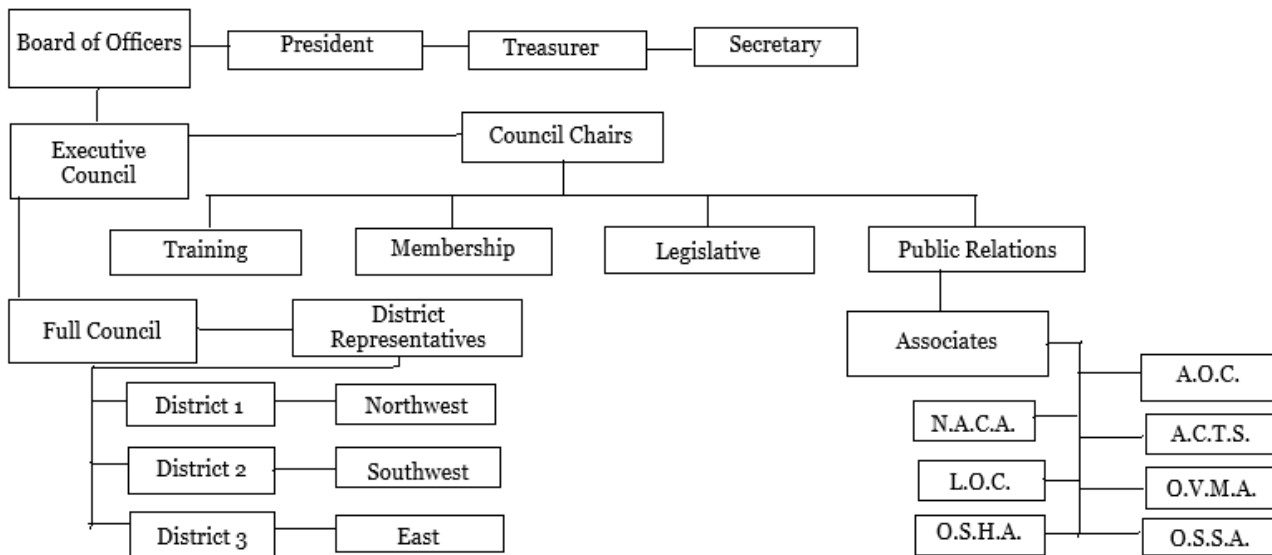
Section 7: OACC Emblem:

- a. The emblem of OACC is the outline of the State of Oregon, with the letters "O.A.C.C." Inside and over a picture of a badge with a picture of a dog, a horse, a cat, a sheep and a cow. The example may be altered to facilitate duplication.
- b. The emblem may be used on any document, advertisement, brochure, banner, path, or like media, provided that it is used or issued by officers, chairpersons, or representatives of OACC to identify OACC as the sponsor, or such permission has been assigned to others by the same authorized personnel.

ARTICLE II: OFFICES & ORGANIZATION

Section 1: The principal office of the Council shall be the business office of the President of OACC. OACC may have such other temporary or permanent offices as the Board of Officers may designate or as business may require from time to time.

Section 2: Organization: The organization and chain of command for OACC is as follows:



ARTICLE III: POLICIES:

Section 1: The name of this organization and the name of any person in their official capacity with OACC shall not be used in connection with any partisan interest of any commercial concern or in any purpose not related to the promotion of the objects and purposes of OACC as stated in these bylaws.

Section 2: OACC and its members will cooperate with local state and federal authorities and will support and otherwise assist animal control agencies and associations without interfering with the sworn duties and internal workings of said authorities, agencies and associations.

Section 3: OACC and its members may cooperate with other organizations and agencies concerned with animal control, but individuals may make no prior commitments binding OACC without approval from the Board of Officers.

ARTICLE IV: PURPOSES:

Section 1: To improve, promote, professionalize and publicize animal control.

Section 2: To advance the health, comfort, morale, welfare, training and knowledge of animal care and control personnel and associations, while providing communications and education for animal care and control organizations within the State of Oregon.

Section 3: To promote the health and welfare of animals.

ARTICLE V: MEMBERSHIP:

Section 1: Any adult person or organization who is actively working in, or affiliated with animal control work, may be granted membership in OACC providing the following requirements are met:

- a. Payment of current dues to the Treasurer, unless waived by the Board of Officers for volunteered service as an OACC Officer, Council Chairperson, or District Representative; and
- b. Qualification under the requirements of one of the five (5) types of membership as described herein; and
- c. Adherence to the bylaws of OACC;

- d. Except, any temporary adjustments to the above by the Board of Officers.

Section 2: OACC shall be open for membership at any time, and membership shall be available to any person without regard to race, creed, color, national origin, or sex.

Section 3: Types of membership

- a. Agency Membership: Any Oregon city, county or civilian animal control agency or any humane society contracted by any Oregon city or county for the purpose of animal control.
- b. Organization/Individual Membership: Any organization which supplies a service or equipment to animal control agencies or provides animal care or control, but does not meet the criteria of the Agency definition OR any person employed by or directly affiliated with either an Agency or Organization as defined above.
- c. Honorary Membership: Persons upon whom OACC may wish to confer special distinction in recognition of outstanding service to OACC and/or animal control programs. Nomination to Honorary Membership status shall be made to OACC by the Board of Officers. A two-thirds (2/3) vote for acceptance of the applicant by the membership present, at any announced general meeting, bestows Honorary Membership. Honorary Members may not vote, or hold office, but are granted all of the other membership privileges, including, but not limited to, appointment by the Board of Officers to any OACC committee. Honorary Members are elected for life and are exempt from payment dues. They must pay their own fees and subscriptions though.

Section 4: Duties and Responsibilities of Members. It shall be the responsibility of all members to promote the purposes of OACC, which include but are not limited to: health, education and welfare of those interested in the field of animal control.

Section 5: Application for Membership and Identification of Members.

- a. Request or nomination for any type of membership shall be made on an application form on the OACC website by the Board of Officers.
- b. Once approved, all members shall be listed on the OACC website by the Board of Officers.

Section 6: Removal: Any member may be removed with just cause from OACC by a majority vote of the membership present at any announced general meeting, or any announced special meeting

called for such purpose; PROVIDING, however, that any such action must first be presented to the Board of Officers for review and approval and recommendation to the voting membership.

ARTICLE VI: DUES:

Section 1: Regular Dues. Dues shall be as follows:

MEMBERSHIP TYPE	OACC
Agency Membership:	\$65.00
Organization / Individual Membership	\$35.00
Honorary Membership:	optional

Section 2: Payment of Dues. Dues will be paid in full and are renewable annually.

ARTICLE VII: BOARD OF OFFICERS:

Section 1: The Board of Officers shall consist of a President, a Secretary, and a Treasurer, which are elected offices.

Section 2: The duty of the Board of Officers is to see to the smooth running of OACC, and handle routine business dealing with administration and finances at Board of Officer meetings.

Section 3: Election and Terms of Office.

- a. Nominations: The nominating committee shall consist of the three (3) District Representatives, and they shall seek out qualified candidates for vacant offices. Applicants for such vacancies shall submit their names to the nominating committee. All names submitted for nomination shall be published, or by special services, announcing the date, time and place of elections. Also published at the time of the announcement will be an absentee ballot, with instructions as to the deadline for submission of a vote. Additional nominations from the floor at the time of the meeting shall be permitted and any absentee ballots received on such nominated persons shall count.

- b. Eligibility: To be eligible for nomination to any Board Office, an individual must be an active member in good standing, having attended at least one (1) meeting as a member within the previous twelve (12) months. No member shall hold more than one (1) office at a time. This includes any of the seven (7) chairs of the Executive Council but does not include District Representation.
- c. Credentials: The President shall appoint a Credentials Committee of no less than three (3) members, one (1) of whom shall be the Treasurer and the Membership Chairman, to verify the eligibility of those persons nominated for office and those eligible to vote.
- d. Elections: An Election Committee (which may be the same as the Credentials Committee) of three (3) members shall be appointed by the President to act as ballot counters. A majority of all votes which shall be cast by absentee ballot and by regular ballot at the meeting, shall be necessary for an election. In the event any ballot tabulation does not show a majority for any nominee for an office, there shall be further ballots by those present at the meeting with the nominee receiving the lowest vote tally being dropped from the second and succeeding ballots until a nominee receives a majority of all votes cast.
- e. Term of Office: OACC Officers shall serve for two (2) years. An Officer shall serve no more than two consecutive terms in one Office and no more than 6 years consecutively on the OACC Board of Officers. Election of OACC President shall occur on even years and the Treasurer and Secretary on odd years.

Section 4: Removal and Vacancy.

- a. Removal from Office: Failure of any OACC Officer to fulfill the responsibility of their office shall be grounds for removal from office. Removal must be accomplished by a written explanation of the grounds and a majority vote of the full Executive Council. The OACC Officer in question is not omitted from the voting process and will be informed of any action in the process being taken against that officer.
- b. Filling Vacancies: If any OACC Officer is so removed, or resigns, or a vacancy occurs for any reason, the vacancy shall be filled by a majority vote of the remaining Executive Council.

Section 5: Duties of the Officers. If any Officer is unavailable a temporary designee shall be appointed by a majority vote of the Executive Council. Duties of the OACC Officers of the Council shall include, but are not limited to, the following:

a. Duties of the President: The President shall:

- 1). Preside over the Board of Officers, Executive Council, Full Council and General meetings of OACC; and is an ex officio member of all committees;
- 2). Shall have the power to act on behalf of OACC with the consent of the Board of Officers;
- 3). Shall act as spokesperson for OACC;
- 4). Shall authorize payment of bills up to but not exceeding \$250.00 by the Treasurer;
- 5). Shall be a voting member of all committees;
- 6). Shall act as liaison between OACC and all other organizations or associates;
- 7). Shall be responsible for seeing that all amendments to the bylaws are properly recorded by the Secretary;
- 8). Shall make appointments and set up sub-committees as needed;
- 9). Shall delegate such duties to other members and officers of OACC as necessary unless otherwise provided herein;
- 10). And shall perform such additional duties as may be incidental to the office of President or as deemed necessary by the Board of Officers.

b. Duties of the Treasurer: The Treasurer shall:

- 1). Be responsible for all funds belonging to OACC;
- 2). Sign all checks upon authorization of the President;
- 3). Keep adequate books of accounts;
- 4). Give full financial reports to the Board of Officers quarterly and to the membership annually;
- 5). Furnish the membership with an independent audit of the books annually;
- 6). And shall receive and give receipts for monies due and payable to OAC from any source whatsoever;

7). And deposit all such monies in the name of OACC in such banks, trust companies or other depositories as shall be selected in accordance with the provisions herein;

8). File taxes properly and in a timely manner and provide proof of filing to the President in a timely manner;

9). Maintain all necessary paperwork to maintain 501c3 status of the OACC

10) and in general perform all such other duties as the President or the Board of Officers may deem necessary unless otherwise provided herein.

11) If required by the Board of Officers, the Treasurer shall give bond for the faithful discharge of duties in such sum and with such sureties as the Board of Officers shall determine.

c. Duties of the Secretary: The Secretary shall:

1). Keep the minutes of the proceedings of all meetings of OACC;

2). Shall maintain a permanent record of such proceedings;

3). Shall keep a record of the attendance at all meetings;

4). Shall call the roll of the membership at such meetings;

5). Shall have custody of the original copy of the bylaws and all other OACC records not specifically assigned to other offices;

6). Shall maintain a file of correspondence delivered to the Secretary;

7). Shall furnish literature to individuals upon request;

8). Shall maintain an up to date mailing and email list of OACC;

9). Shall issue a call for all OACC meetings through electronic means;

10). And shall perform such other duties incident to the office of Secretary as the President and Board of Officers may designate; and

11). Shall preside at all meetings of OACC in the absence of the President of OACC.

ARTICLE VIII: EXECUTIVE COUNCIL:

Section 1: Council Chairs, appointed by the Board of Officers, shall make up the full Executive Council.

Section 2: The duty of the Executive Council is to see to the functioning and decision making branch of OACC, and handle business dealing with the purposes and goals of OACC.

Section 3: There is no limit to the number of Council Chairs that may be assigned, although it is recommended that there be no less than four chairs. The Council Chairs may be labeled and these labels may change as necessary. Currently there are four (4) Chairs. These Council Chairs and their duties are:

- a. Membership: Is responsible for all aspects of membership. Duties include, but are not limited to:
 - 1) Presiding over meetings with the District Representatives;
 - 2) Sharing responsibility with the OACC Treasurer for collecting dues and fees from the District Representatives;
 - 3) Attending Executive meetings and Full Council meetings;
 - 4) Sharing responsibility with the OACC Secretary for keeping records of membership, including updating mailing lists; and
 - 5) Providing reports of activities to the Board of Officers from Fall Conference to Fall Conference.
- b. Public Relations: Is responsible for all aspects of contact with outside agencies, and OACC Associates. Duties include, but are not limited to:
 - 1) Attending Executive meetings and Full Council meetings;
 - 2) Providing reports of activities to the Board of Officers;
 - 3) Cultivating contacts with outside agencies;

- 4) Attendance at Associate functions if needed; and
- 5) Keeping lines of communication open with OACC Associates, which currently are:

- i) National Animal Control Association,
- ii) Association of Oregon Counties,
- iii) League of Oregon Cities,
- iv) Oregon Veterinary Medical Association,
- v) Oregon State Health Division,
- vi) Oregon State Sheriff's Association
- vii) Oregon Association of Police Chiefs

c. Training: Is responsible for all aspects of training, coordination of efforts with other training organizations, and works directly with conference committees in presenting training programs. Duties include, but are not limited to:

- 1) Attending Executive meetings and Full Council meetings;
- 2) Providing reports of activities to the Board of Officers;
- 3) Making presentations at various meetings for the purpose of fulfilling the goals of OACC;
- 4) Serving on committees designed to create and develop training; and
- 5) Track training hours provided to members, including subject matter and who presented the training

d. Legislative: is responsible for all aspects of coordinating information and action in regards to Municipal, County, State, and Federal laws that deal with animal control. Duties include, but are not limited to:

- 1) Attending Executive meetings and Full Council meetings;

- 2) Providing reports of activities to the Board of Officers;
- 3) Keep records of OACC documents regarding legislation;
- 4) Gather information of pending legislative bills of the State House of Representatives and the Senate; and
- 5) Promote uniformity in animal control laws for the State of Oregon.

ARTICLE IX: BOARD OF REPRESENTATIVES:

Section 1: Number and Kind: The Board of Representatives of OACC shall consist of the following:

a. District 1:

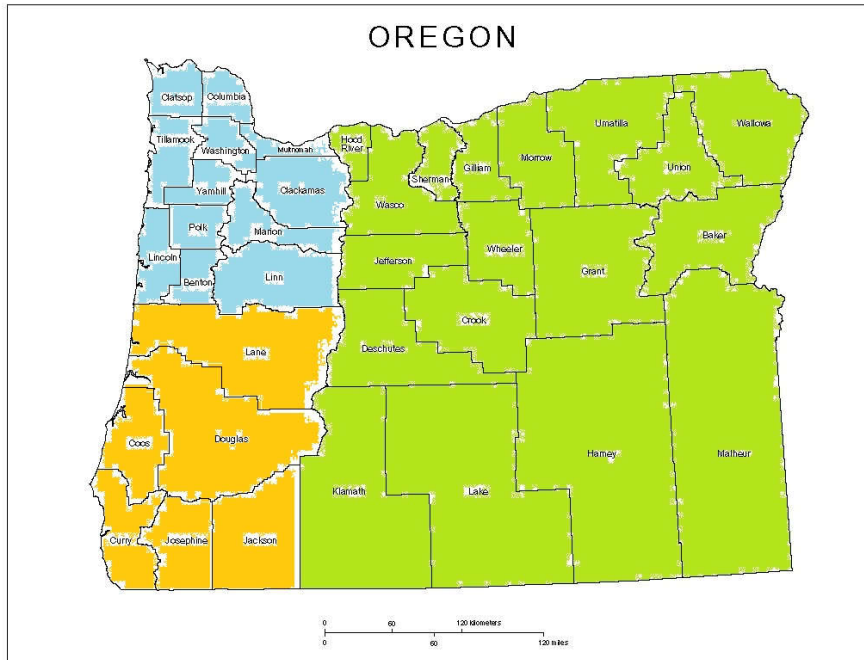
1) **NORTHWEST AREA** - consisting of Clatsop, Columbia, Tillamook, Washington, Multnomah, Yamhill, Clackamas, Polk, Marion, Lincoln, Benton, and Linn Counties.

b. District 2:

1) **SOUTHWEST AREA** - consisting of Lane, Douglas, Coos, Curry, Josephine, and Jackson Counties.

c. District 3:

1) **EASTERN AREA** - consisting of Hood River, Wasco, Sherman, Gilliam, Morrow, Umatilla, Union, Wallowa, Jefferson, Wheeler, Grant, Baker, Deschutes, Klamath, Lake, Harney, and Malheur Counties.



Section 2: General Powers and Special Duties:

- a. The Board of Representatives shall be responsible for the transactions of all business for their individual jurisdictions which shall include, but is not limited to:
 - 1) Coordination of activities and communications between OACC Officers and Council Chairpersons;
 - 2) Submission of names of personnel, agencies and organizations eligible for membership; and
 - 3) Attendance at special District Representative meetings, General meetings, or Full Council meetings as may be needed.
- b. The Board of Representatives shall act as trustees of OACC and shall be called upon to vote on matters of cardinal importance during Full Council meetings. Part of this responsibility includes setting up an Auditing Committee of no less than two (2) District Representatives which will yearly audit the Treasurer's books.
- c. Whenever possible, the President will preside over meetings of the District Representatives.

ARTICLE X: MEETINGS:

Section 1: Meeting dates, times and locations are arranged by the Board of Officers, with the exception of committee meetings. Committee meetings are set by the committee chairperson. The definition of the types of meetings and frequency are:

- a. General Meetings: Are called a minimum of 2 times per year, and are open to all members and the public.
- b. Annual Meeting: Is called once a year and is open to all members and the public. This meeting is called for the purpose of election of OACC Officers and consideration of amendments to the bylaws of OACC, and other OACC business as required.
- c. Executive Council Meeting: Is called as needed, by the President, or by request of any Council Chair, through the President, and deals with specific business as outlined and defined by the bylaws or by direction of the Board of Officers. The meeting is open to District Representatives. District Representatives do not have a direct vote, although they may speak on issues being voted on by the Executive Council.
- d. Board of Officers Meeting: Is called as needed, by the President, or by request, through the President, and deals with the specific business as outlined and defined by the bylaws or by the Board of Officers as needed.
- e. (Title) Committee Meeting: Is called as needed, by the specific Committee Chairperson, which reports to the President. The President is automatically a member of each committee, even if attendance is not mandatory.
- f. Board of Representatives Meeting: Is called by the Board of Officers. The Membership Chairperson is automatically a member of this Board and acts as chairperson during meetings.
- g. Full Council Meeting: Is called whenever decisions of a capitol nature, that affect the whole organization, need to be made. Changes in the bylaws, adoption of major documents or policy statements that are disseminated to other agencies, organizations, or the media, are examples of a need for such meetings.

Section 2: Voting Rights: To be eligible to vote on any matter, a member must have paid dues prior to the convening of any Meeting. Individual and Organization members are permitted one vote. Agency members are permitted two votes. Absentee and Proxy votes are valid if properly executed.

Section 3: Attendance: Attendance at any OACC General, Annual, Executive Council, Board of Officers, Committee, or Representative meetings, shall be recorded, indicating membership present. Non-members need not sign in unless requested for by the presiding officer or chairperson.

Section 4: Quorum:

- a. A quorum shall be necessary to conduct any voting although a meeting may still be held.
- b. A quorum shall consist of not less than two thirds of the elected OACC Officers, or a simple majority of appointed Council Chairpersons, or District Representatives that are required for the specific meeting being held.
- c. For the Board of Officers or General Meetings, two OACC Officers are required to be physically in attendance. For the Executive Council, with a full complement of four council chairs, four eligible people must be either present or represented by proxy. For the Board of Representatives, there must be six representatives in attendance (not including the President) or represented by proxy. For Full Council meetings, there must be nine eligible people present, or represented by proxy.
- d. A quorum is not established by a count of members or committee participants in attendance at any meeting that are not OACC Officers, Council Chairpersons, or District Representatives.
- e. A quorum is not necessary for meetings of committees, although the Council Chairperson, or committee chairperson must either be present or have designated a representative to conduct the meeting in their absence.

Section 5: Proxy Voting: Any OACC Officer, Council Chairperson, or District Representative may assign Power of Proxy to any other individual, whether or not that individual is a member of OACC or not. The proxy must be in writing and signed by the authorized person. It must be written in the following manner:

"I, (printed & legible name of officer), do hereby grant: (printed & legible name of representing person) authority to vote for me on any issue that may come up at this specific meeting held (date). This proxy is not transferrable and is only effective for the stated date.

(signature of officer)

(signature of representor)

Section 6: Absentee Voting: Any Individual, Agency, or Organization member may vote on a specific issue by sending in an official ballot, prepared by OACC, by e-mail or by hand delivery to any OACC Officer, Council Chairperson, or District Representative, for presentation to the Election Committee.

ARTICLE XI: APPEAL PROCEDURE:

Section 1: The acts of the majority of the voting Board of Officers, Executive Council, or Full Council, at any meeting at which a quorum is present shall be considered the action of OACC. Any action by the Board of Representatives, after approval of the Board of Officers, Executive Council, or Full Council, shall be considered the action of OACC.

Section 2: Any appeal of action taken by the Board of Officers, Executive Council, or Full Council may be made by any member of OACC and shall be submitted in written form to the Board of Officers. The appeal will be published on the OACC webpage and social media, so that the appeal can be voted on at the next General meeting. A majority vote of 51% of the membership is needed to override a decision made by the Board of Officers, Executive Council, or Full Council.

ARTICLE XII: CONTRACTS & LOANS:

Section 1: Contracts: The Board of Officers must authorize any officer, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of OACC.

Section 2: Loans: No loans shall be contracted on behalf of OACC AND NO EVIDENCES OF INDEBTEDNESS SHALL BE ISSUED IN OACC's name unless authorized by resolution of the Executive Council.

ARTICLE XIII: PARLIAMENTARY AUTHORITY:

Section 1: Robert's Rules of Order, Newly Revised, shall govern all proceedings except when inconsistent with these Bylaws and with special and standing rules of order of OACC.

Section 2: Special and Standing Rules. The Secretary shall maintain a separate record of all special and standing rules passed by OACC.

ARTICLE XIV: AMENDMENTS:

Section 1: These Bylaws may be amended by a 2/3 majority vote of the membership present at any General meeting, as long as announcement is made through ~~the newsletter~~ **electronic means** prior to the date of the meeting. Rules of proxy and Absentee may apply as determined by the Executive Council.

ARTICLE XV: FEES & INDEMNIFICATION:

Section 1: Officers, Chairpersons, Representatives and members of OACC shall not receive any salary or fee for their services but may receive payment for reasonable authorized expenses incurred in the performance of their OACC duties.

Section 2: No member of OACC shall be personally liable for any of OACC's debts, obligations or acts. Each member of the Executive Council, Board of Representatives, and committee members thereof, whether or not in office, and their heirs, executors and administrators, shall be and are hereby indemnified by OACC against any and all costs and expenses (including, but not limited to, counsel fees) reasonably incurred by or imposed upon them in connection with or resulting from any action, suit or proceeding to which they may be a party by reason of being or having been a member of OACC, or an officer, chairperson, or committee member, including costs and expenses paid in connection with the settlement or compromise of any such action, suit or proceedings; provided, however, that nothing herein contained shall protect or be deemed to protect any such member of OACC or officer, chairperson, or committee member, against any liability to the subjected by reason of willful malfeasance, bad faith, gross negligence or reckless disregard of the duties involved in the conduct of their office. The foregoing right of indemnification shall not be exclusive of other rights to which any member of the Executive Council, Board of Representatives, or OACC, may be entitled as a matter of law.

ARTICLE XVI: OACC FINANCES

Section 1: The Fiscal Year of OACC shall begin on the first day of January and end on the 31st day of December.

Section 2: Authorization Requirements

- a. For expenditures over \$250.00 written and verbal authorization is required from at least 2 members of the Board of Officers.