

**Animal Control Officers Association of New Hampshire**  
**Constitution and By-Laws**

**New Hampshire Animal Control Association Mission Statement:**

The mission of the New Hampshire Animal Control Association is to educate animal control and other law enforcement officers and to elevate and improve professionalism of the animal control field on a statewide basis by:

Working to standardize the job requirements of the animal control profession in New Hampshire;

Offering educational programs, resources and tools available to animal control and humane personnel from throughout New England under the heading of the New England Animal Control/Humane Academy. (NEACHA);

Providing educational outreach to citizens and public officials within NH regarding the true nature and importance of the work performed by animal control professionals;

Promoting justice and equity in the promulgation and enforcement of animal control laws;

Working with state and local officials to improve animal control laws and disaster preparedness procedures.

**ARTICLE I-GENERAL**

*Section 1. Name*

This organization shall be known as the “**Animal Control Officers Association of New Hampshire**,” hereinafter referred to as the “Association”.

It shall forever remain a non-profit organization and shall be incorporated in the State of New Hampshire.

The Association may be affiliated with the National Animal Control Association.

The Association shall be affiliated with LGC, Local Government Center.

The Association’s name or any person in their official capacity within the Association shall not be used in connection with any position or commercial interest or in any manner not related to the promotion of the Association’s purpose.

The Association and its members may assist other agencies with animal control interest, but no member may place prior commitments on the Association without approval of the Board of Directors.

## *Section 2. Objectives and Purposes*

The purpose of the Association, a non profit organization, is to:

1. Educate and train New England Animal Control personnel and any other groups or organizations having related interest under the heading of the New England Animal Control/Humane Academy (NEACHA).
2. Educate the public on local and state animal control laws and responsible pet ownership.
3. Serve as a resource for information on animal control issues in the State of New Hampshire.
4. Provide expertise and serve on committees, task forces etc. related to animal control issues to municipal, county, and state officials.
5. Develop standards and certification procedures for animal control personnel.
6. Provide liaisons with other organizations and groups having related interest.
7. Improve, promote and publicize animal control, while promoting justice and equality in the promulgation and enforcement of animal control laws. Promote better laws and law enforcement methods relating to animals.
8. Advance the health, ethics, welfare and training of animal control officers while providing communication and education for animal welfare organizations
9. Identify and make recommendations on problems requiring further research.

## **ARTICLE II-MEMBERSHIP**

### *Section 1. Membership Classification*

1. Active (voting) - Those eligible for Active membership are those in the field of Animal Care and/ or Control and are actively appointed by municipality in the State of New Hampshire. Dues are \$40.00 annually. (Must be paid in full to vote)
2. Supportive (no voting rights) – Any person having an interest in the purpose of the Association shall be eligible for Supportive membership. Dues are \$50.00 annually.
3. Corporate (no voting rights) –. All applications for such membership must be approved by the Board of Directors by a majority vote. Dues are \$150.00 annually.
4. Honorary (no voting rights) - Membership shall be conferred upon any individual who has performed outstanding services for the Association or made an outstanding contribution to the animal care and control field. Honorary members shall be nominated by active members and approved by the Board of Directors.

5. Organization - Organizations having at least five (5) or more people eligible for Active membership in accordance with paragraph 1 may sign up all their members for a fee of \$150 which includes 4 employees and an additional \$10.00 per each additional member. Organizations have no voting rights; however, each member is authorized to vote, but must be present to do so.

6. The Board of Directors, in its discretion, may terminate active membership of any individual for non-payment of dues.

7. Membership can be obtained at any time by any person without regards to race, creed, color, national origin, or sex.

8. Each member shall have the responsibility to professionally promote the Association's objectives.

9. Action by Written Consent. Any action to be taken by the Members (including the Board) may be taken without a meeting if all Members entitled to vote on the matter consent to the action in writing (email/fax/mail) and such consent is filed with the records of correspondence of the Members.

### *Section 2. Dues*

Dues shall be due & payable on or before January 30 of each calendar year.

The amount of annual dues for active members shall be \$40.00 and can be changed only by the majority vote of the Association. This may include a subscription to NACA (National Animal Control Association) news.

No member shall be permitted to exercise any right or privilege of membership while his dues are delinquent.

The fiscal year shall be January 1 to December 31.

## **ARTICLE III-BOARD OF DIRECTORS**

1. There shall be a body known as the Board of Directors which includes the executive officers and up to three (3) at-large members. Duties shall be directed by the President. Eligibility to serve on the board requires an Active Member to be in good standing.

The Board of Directors shall consist of a President, Vice President, Secretary and Treasurer and at large members.

No Association member shall hold more than one (1) association office simultaneously,

A simple majority of the Board of Directors shall constitute a quorum.

A vacancy on the Board of Directors shall be filled by an active member in

Good standing by a majority vote of the remaining Directors except as

described in Article XII-A.

The Board of Directors shall meet no less than once a year at a location to be determined by the Board of Directors. Board of Directors meetings may take place electronically or telephonically.

The Board of Directors and Members may vote upon any issue submitted to the President either in person, by email, by facsimile, or by telephone. All issues must be received by the President 72 hours prior to the commencement of the Board of Director's meeting in which each issue will be voted and acted upon.

## 2. Election of and Appointment of the Board

a. Nominations for officers and at large members shall be submitted to the Secretary at least 15 days in advance of the ANNUAL MEETING. Names submitted will be considered for election. Submittal maybe in the form of an email, telephone, mail or fax. All elections will be by simple majority vote at the annual meeting.

b. There shall be an Annual Meeting for the purpose of electing the Officers and to conduct other business as required. The President or Board will schedule a date, place and time for the Annual Meeting. The Annual meeting must be chaired by the President, the Vice President or their designee.

c. All terms accept at large members are (two) 2 years, alternating even years for President and Treasurer and odd years for Vice President and Secretary.

## 3. Membership on the Board of Directors may be terminated

By resignation: Any Director in good standing may resign from the Board upon written notice to the Secretary; or

By lapsing: A Directorship or alternate position will be considered lapsed and automatically terminated if a Director does not attend two consecutive meetings without notification.

Any Director whose conduct shall bring discredit to the Association may have his/her membership terminated by a majority vote of the Board of Directors.

If a member of the Board is terminated by, the member is no longer eligible to serve on the Board.

## 4. Expulsion of Members

Any member of this organization may be expelled for flagrant violation of the objectives of the ACOANH which would bring discredit to the organization. The Board reserves the right by majority vote to refuse membership if the individual has been disciplined by the Board in the past or it is brought to the attention of the Board that the

individual has been convicted of a felony or an animal cruelty crime.

#### **ARTICLE IV-DUTIES OF OFFICERS**

**Duties:** The duties of each of the Officers shall be the usual duties of their respective offices necessary in order to carry out the general activities of the Association, including but not limited to the following:

**PRESIDENT-** shall be the presiding officer of the Association and may serve as the state representative at the NACA Convention. The President shall have general supervision, direction and control of the business and affairs of the. The President shall act as a liaison between the Association and all other organizations; may delegate duties to other members of the Association; and shall perform such additional duties as may be incident to the office of President. Also to deliver to his or her legally elected successor, or such person or persons as the members may direct, all books, papers, monies and effects in hand belonging to the Association.

**VICE-PRESIDENT-** shall assist the president in the performance of his or her duties and act in his or her stead in the event of an absence. Shall assist the coordinator of the annual workshop or meeting. Shall have such other powers and perform such other duties as may from time to time be prescribed by the Board of Directors. Also to deliver to his or her legally appointed and qualified successor, or such person or persons as the members may direct, all books, papers, monies and effects in hand belonging to the Association.

**TREASURER-** It shall be the duty of the Treasurer to have all charge and custody of, and be responsible for all funds of the Association, receive and give receipts for all monies due and payable to the Association from any source whatsoever, to pay all warrants drawn.

The deposit of all such monies in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the By-Laws; and in general, perform all duties incident to the office of Treasurer and such other duties as from time to time, be assigned to him or her by the President or Board of Directors. Also to deliver to his or her legally appointed and qualified successor, or such person or persons as the members may direct, all books, papers, monies and effects in hand belonging to the Association.

**SECRETARY-** shall keep records of all meetings of the Association and the Board of Directors, have charge of the correspondence, receive all monies and bills due to the Association, record and deliver them to the Treasurer, notify members of the Board of Directors of meetings, keep a roll of the members of the Board of Directors with their address, business phone number, and home phone number, and carry out such duties as are prescribed in these by-laws. Also to deliver to his or her legally appointed and qualified successor, or such person or persons as the members may direct, all books,

papers, monies and effects in hand belonging to the Association.

#### **ARTICLE V-Committees**

1. Education Committee (NEACHA)

- a. A committee chairman shall be elected at the annual meeting. This Chairman may also be an ACO ANH officer.
- b. The chairman shall solicit volunteers from the Association and from other New England state's animal control officers for

the

purpose of  
organizing and conducting educational programs.

2. The President may appoint any additional committees to carry out the work of Association.

#### **ARTICLE VI-Contracts**

1. The Board of Directors 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 the Association.

2. No individual or committee of the Association shall be authorized to create any financial liability unless the Board first shall have approved it as to its purpose and amount.

#### **ARTICLE VII-Personal Liability & Property Interest**

1. No member, director, or officer of the Association shall be personally liable for any indebtedness or liability of the Association, and any and all creditors of the Association shall look only to the assets of the Association for payment.

2. When any member shall cease to be a member of the Association, any interest he or she shall have in and to the property, assets, rights, or privileges of the Association shall cease and shall revert to the Association. Such termination of membership shall operate as a release and assignment to the Association of all rights, title and interest of such member in and to the property, assets, and privileges of this corporation.

#### **ARTICLE VIII-Parliamentary Authority**

Parliamentary authority shall prevail at all meetings. See Appendix A

#### **ARTICLE IX-AMENDMENTS**

A copy of each proposed amendment to these bylaw must be distributed to every

member of the “Association” (5days)-prior to all meetings. The amendments may be discussed and modified before a vote at the meeting. Proposed and revised amendments to the by-laws become effective when approved by a simple majority of members present at the meeting.

#### **ARTICLE X-Board of Director Meetings**

The President may call a meeting of the Board at any reasonable time to conduct business and to take up other issues that may arise. Notification of these meetings to the general membership is not required and their attendance is not required. Any member may attend these meetings.

#### **ARTICLE XI-NECESSARY REQUIRMENT TO SERVE AS PRESIDENT**

At the time of election, and throughout the term of the President, the individual must be employed and working as an ACO for a municipality within the State of New Hampshire. If for any reason the President is no longer employed as an ACO and is not working for a municipality within the STATE OF NEW HAMPSHIRE, the President shall submit their resignation to the Board at once. Failure to do so will automatically disqualify the President for their position. In the event of this happening, refer to **Article XII-A.**

#### **ARTICLE XII-A-REPLACEMENT OF THE PRESIDENT**

The Vice-President will fulfill replacement of the President for any reason until such time of the annual meeting. The President Pro tem shall appoint a Vice-President Pro tem until such time of the annual meeting.

#### **ARTIVLE XIII-CODE OF CONDUCT**

1. It is vitally important to the Association’s existence that it maintains a code of conduct. Members must maintain a level of professionalism when representing the Association at events or serving their communities. The Board has full authority on all disciplinary actions. The Board’s decisions are final pending an appeal process.

**Appeal Process:** Any member receiving disciplinary action may appeal the Board’s decisions to the full membership at the next annual business meeting. The Board’s decisions may be overturned by a simple majority vote by members present, including reinstatement.

**Conflict of Interest:** Any possible conflict of interest on the part of any member of the

Board, officer or employee of the Association, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

#### **ARTICLE XIV-FIDUCIARY MATTERS**

The treasurer shall keep the funds used for and generated by educational programs (such as NEACHA) separate from other funds.

The books and accounts of the Association shall be audited periodically, at least twice a year, by a committee of two (2), selected by the BOARD OF DIRECTORS.

#### **ARTICLE XV-DISSOLUTION**

The Association may be dissolved only by written consent of not less than 2/3 of the entire Board of Directors at a meeting convened for that purpose.

Upon dissolution, the remaining assets shall be distributed to the Applied Animal Science Department, Thompson School of Applied Science, University of New Hampshire as required under 501 (c) (3) of the Internal Revenue Code.

Amendments Approved by membership and Board members February 24, 2017

Date of incorporation: April 16, 2010

\_\_\_\_\_  
President-Corie Bliss

\_\_\_\_\_  
Vice President-Renee King

\_\_\_\_\_  
Treasurer-Neal Jones

\_\_\_\_\_  
Secretary-Jana McMillan

\_\_\_\_\_  
At-Large Member-Maura Wentworth

\_\_\_\_\_  
At-Large Member-Robin Bordonaro

#### **APENDIX A**

#### **RULES OF ORDER**

1. The President will be the Chairperson at all membership meetings. In the absence of the President, the Vice-President will be the Chairperson at the membership meeting. In the absence of the President and Vice-President, the Recording

- Secretary will be the Chairperson at the membership meeting. In the absence of the President, Vice-President and Secretary, members at the membership meeting will select a Chairperson by majority vote. Quorum rules must be met.
2. Members are not allowed to speak about an issue for more than five minutes. Members can only speak to an issue once unless there is agreement by the members at a meeting, or where all those wishing to speak have had the opportunity to speak.
  3. The Chairperson of a committee who is making a report or the mover of a motion may speak for up to fifteen minutes. With the agreement of the members present, the fifteen minutes may be expanded.
  4. The Chairperson will state every motion presented at a membership meeting before allowing debate on the motion. Before putting a motion to a vote, the Chairperson will ask: "Is the association ready for the motion?" If no member rises to speak, the motion will be voted upon.
  5. A motion must be moved and seconded. The mover and seconder must rise and be recognized by the Chairperson.
  6. A motion to amend a motion, or a motion to amend an amendment are allowed, however a motion to amend an amendment to an amendment is not allowed.
  7. An amendment to a motion or an amendment to an amendment to a motion that is a direct negative to the main motion is never permitted.
  8. On motion, the regular order of business at a membership meeting may be suspended where two-thirds of those present vote to do so. The regular order of business should only be suspended to deal with urgent business.
  9. Motions other than those named in Rule 19, or motions to accept or adopt the report of a committee, will, if requested by the Chairperson, be put in writing prior to beginning debate and vote.
  10. At the request of a member, and upon a majority vote, a motion which contains more than one action or issue can be divided.
  11. The mover of a motion can withdraw the motion upon the consent of the seconder prior to the end of debate. Once debate has ended on a motion, the motion can only be withdrawn upon unanimous vote of the members present.
  12. A member who wishes to speak on a motion, or a member who wishes to move a motion, shall rise and respectfully address the Chairperson. The member shall not

- proceed until the member is recognized by the Chairperson except where the member rises to a point of order or on a question of privilege.
13. The Chairperson will keep a speakers list and in all cases will determine the order of speakers including those circumstances where two or more members rise to speak at the same time.
  14. A member, while speaking, will speak only to the issue under debate. Members shall not personally attack other members. Members will refrain from using language that is offensive or in poor taste. Members will generally not speak in a manner that reflects poorly on the association or other members.
  15. A member that is called to order will stop speaking until the point of order is determined. If it is decided that the member is in order, then the member may continue speaking.
  16. Religious discussion of any kind is not permitted.
  17. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.
  18. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
  19. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
  20. The Chairperson will ask “Will the main question be now put?” where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
  21. A motion to adjourn is in order except when a member is speaking or when members are voting.
  22. A motion to adjourn, if lost, is not in order if there is further business before the association, until fifteen minutes have elapsed.

23. After the Chairperson declares the vote results on a question, and before proceeding to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
24. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, "Will the decision of the chair be upheld?" A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
25. After a question has been decided, any two members who have voted with the majority can move reconsideration, provided that a motion for reconsideration is made at either the meeting where the decision proposed for reconsideration was made, or at the very next meeting.
26. Members are allowed to leave a meeting with the permission of the Vice-President; however in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote.

PAGE

PAGE 1