

# TEXAS ANIMAL CONTROL ASSOCIATION

## BY-LAWS

### ARTICLE I. NAME AND OFFICERS

The name of the corporation shall be know as the Texas Animal Control Association, and also known as TACA.

### ARTICLE II. OBJECTIVES AND PURPOSES

Section A. Educate and train Animal Control and Humane agency personnel.

Section B. Education of the public in the responsibilities of animal control.

Section C. Provide expertise and guidance on animal control programs to officials at city, county, state levels, and to the general public.

Section D. Support and assist the Texas Department of State Health Services in the development of standards and certification procedures for animal control personnel as covered under the Rabies Control Act.

Section E. Provide liaison with other professional organizations and groups having related interests.

### ARTICLE III. MEMBERSHIP

Section A. Class of Membership

1. Active / Certified Active (voting) – Open to all employed or retired Animal Control or Animal Welfare personnel whose primary duties are/were directly related to Animal Control..
2. Associate (no voting rights) – Open to Public Health and Veterinary Health personnel, Government officials, Veterinarians and others interested in Animal Control. If the Associate Member becomes employed in the Animal Control or Animal Welfare Field they can change their membership to Active / Certified Active by sending a written request to the President of TACA
3. Supportive (no voting rights) – Open to individuals, public health companies, pet food companies, municipalities and other organizations interested in Animal Control. If an individual becomes employed in the Animal Control or Animal Welfare Field they can change their membership to Active/Certified Active by sending a written request to the President of TACA,.
4. Corporate Sponsor (no voting rights) – Open to business and corporations.

5. Honorary Membership (voting rights) - may be conferred upon any person or persons rendering outstanding service to the field of animal control by two-thirds of the TACA Board.

Section B. Payment of Dues

1. The TACA Board may determine, from time to time, the amount of annual dues payable to the Association by members.
2. Dues shall be paid on a year-to-date basis.
3. Members whose dues are not paid within sixty (60) days, shall receive a final notice stating that the account and/ or dues are delinquent. Nonpayment of dues shall result in the members being dropped from the roll.
4. No member shall be permitted to exercise any rights or privileges of membership while his/her dues are delinquent.
5. All memberships are entitled to the TACA Newsletter.

Section C. Termination of Membership

1. Any member of TACA may be expelled for personal conduct, which would bring discredit upon the Association.
2. The Board shall investigate any member accused of such action. All accused will be entitled to a fair and impartial hearing at the accuser's request. Should the Board concur in the move to expel, a majority vote of the Board shall constitute expulsion. In the case of an investigation due to acts by a Board Member, the Board will appoint a committee of active members. Should the committee concur in the move to expel, a majority vote of the Board shall constitute expulsion.
3. The Secretary shall give written notice to the member or Board Member, by using certified mail, not less than thirty (30) days before the meeting, when considering expulsion of one's membership. The time, date, place and request of the member's presence at the meeting will be included.

**ARTICLE IV. MEETING - MEMBERS**

Section A. General Business Meeting

The annual business meeting of this Association, for the election of officers and the transaction of any other business, shall be held at the annual conference. There shall be at least two (2) other business meetings or updates during the year at a time, date and place designated by the officers of this Association. Each voting member shall be entitled to one (1) vote on each matter submitted to a vote of the voting members.

Section B. Special Meeting

The President, the Executive Board, or not less than fifteen percent (15%) of the members having voting rights may call special meeting of the members.

Section C. TACA Board Meetings

Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either personally, by electronic communication, or by mail to each member entitled to vote at such meetings, as required by law, by or at the direction of the President, the Secretary, the Officers, or persons calling the meeting. In case of a special meeting or when required by statute or by these BY-LAWS, the purpose for which the

meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the U.S. Mail, personally, or by electronic communications as addressed to the Board Members, with postage, thereon prepaid.

## **ARTICLE V. TACA BOARD**

### **Section A. General Powers**

The affairs of TACA will be managed by the Board.

### **Section B. Number, Tenure, Qualifications**

1. The Board shall consist of twelve (12) voting members, five (5) Officers of the Association and seven (7) Directors.
2. A minimum of two (2) Directors shall be elected annually to a three (3) year term.
3. The Secretary will be elected for a two (2) year term.
4. Any member who misses two (2) consecutive regular Board meetings shall be considered to have resigned. Any exceptions shall be reviewed and approved by the Board. A proxy may be provided for one (1) missed meeting.
5. Any member of the Board, who does not fill his/her obligation of office or other duties, shall be expelled from the Board.
6. All members of the Board must be members in good standing with voting rights with the Association. This will include retired Animal Welfare Employees and Honorary members. If any member leaves their employment they will have ninety (90) days to return to animal control or an animal welfare profession to stay on the Board.
7. Should the President resign or for any reason leave his/her post, the Vice President shall become the Acting President. Should the President Elect resign or for any reason leave his/her post, the Board may call a special election with a reasonable time line, and the election conducted by the President.
8. Should any elected Officer other than the President or President Elect resign or for any reason leave their post, the Board may appoint an Association Member to fill the vacancy. This term will run until the next normal vote of the general body.
9. The Board is authorized to adopt such rules and regulations consistent with the provisions of ARTICLE XI, for the conduct of such elections, as they may deem necessary.
10. The President of TACA can not be elected for President Elect for a two (2) year period after his/her term has ended as President.
11. President Elect, must have served on the Board for at least one (1) year within the immediate past five (5) years.
12. Vice President must have served one (1) year on the TACA Board in the past five (5) years.
13. Any Board Member who voluntarily resigns will not be eligible to hold any position on the board for one year from the date of the resignation. A board member who is removed from the board will not be eligible to hold any board position for three years from the date of removal. At the Boards discretions these requirements can be waived.
14. Any current sitting Board Member that runs for a another position on the Associations Board while not in their final year of their term shall automatically resign their current position after the November Annual Board Meeting and their position shall be placed on that year's ballot to fill the remainder of that term. The penalties that are given for removal or resignation from the board shall not apply under these circumstances. If

the secretary runs for another position not in their final year of their term. They shall resign that position at the end of the November Annual Meeting and their position shall be filled by appointment of the Board. The penalties that are given for removal or resignation from the board shall not apply under these circumstances

Section C. Special Meetings

Special meeting of the TACA Board may be called by or at the request of the President, or any seven (7) TACA Board Members. The person or persons authorized to call a special meeting of the Board may fix the place for holding any special meeting of the Board, called by them.

Section D. Notice

Notice of any special meetings of the TACA Board shall be given at least fifteen (15) days notice, prior to the scheduled meeting date.

Section E. Quorum

- (a) A majority of the TACA Board shall constitute a quorum for the transaction of business.
- (b) A written proxy shall be provided by a Board member unable to attend one Board meeting and notification is to be sent to the TACA Secretary before the scheduled business meeting is transacted.

**ARTICLE VI. OFFICERS**

Section A. Numbers and Titles

The Officers of this Association shall be the President, a President Elect, a Vice President, a Secretary, and the immediate Past President.

Section B. Duties of Officers

1. **The President shall:**

- (a) Be Chief Executive Officer of this Association.
- (b) Preside at all general, business and special meetings, but has the authority to yield the chair to the Vice President for the performance of these duties.
- (c) Be chairperson of the Executive Committee and an ex-officio of all other committees, except for the Nominating Committee.

2. **The President Elect shall:**

- (a) Assist the President and the Vice President in their duties.
- (b) Ascend to the Presidency in the following year.
- (c) Perform other duties as prescribed by the TACA Board.
- (d) Be Chairperson of the Nominations Committee.

3. **The Vice President shall:**

- (a) Assume the duties of the President in his/her absence.
- (b) Assume the duties of President and/or President Elect in the event of their absence.

- (c) Be the Chairperson of such committee(s) as appointed by the President.
- (d) Perform other duties as prescribed by the Executive Board.

4. **The Secretary shall:**

- (a) Keep minutes for all TACA Board meetings and special and general session meetings.
- (b) Prepare TACA correspondence, as needed.
- (c) Send copies of minutes to the President within thirty (30) days of the meetings.
- (d) Have custody of BY-LAWS, cooperate seal, general records and archives of TACA.
- (e) Perform other duties as decided by the TACA Board.

5. **The Past President shall:**

- (a) Advise the TACA Board on past business of the Association.
- (b) Be an advisor to the President and President Elect.
- (c) Perform other duties as prescribed by the TACA Board.

**ARTICLE VII. TACA COORDINATORS**

Section A. Regional Coordinators shall:

- 1. Attend the organizational meeting in January and one (1) other Board meeting. They are encouraged to attend all other Board meetings.
- 2. Collect information suitable for publication from their geographical areas as defined by the TACA Board and submit the information to the TACA newsletter publisher.
- 3. Help coordinate and support any TACA sponsored seminar in their region and at the annual conference.
- 4. Promote new memberships.
- 5. Attend, support and promote the Association at certification courses held in their region.
- 6. Serve on the Advisory Committee and other committees as assigned by the Board.

**ARTICLE VIII. COMMITTEES AND THEIR DUTIES**

Section A. The Standing Committees are:

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|-----------------------|-----------------------------|
| 1. Executive          | 7. Fund Raising             |
| 2. Budget             | 8. Annual Conference        |
| 3. Nomination         | 9. Exhibitor                |
| 4. Audit              | 10. Past President Advisory |
| 5. Awards/Scholarship | 11. Disaster Relief         |
| 6. Public Relations   | 12. Other Committees        |

Section B. Appointments:

The President shall appoint the Chairperson for the standing committees, except the Budget Committee, from the TACA Board. The Chairperson shall select his/her committee from the members of the TACA Board.

Section C. Duties of the Standing Committees:

1. The Executive Committee shall consist of the President, President Elect, Vice President, Secretary and the immediate Past President. The President shall be the Chairperson. The Executive Committee shall make recommendations concerning business matters to the TACA Board.
2. The Budget Committee shall consist of at least three (3) persons. The Treasurer shall be its Chairperson. The committee shall advise on financial problems, investments and present the annual budget for Board approval. After Board approval it shall be presented to the Association for approval at the annual organizational meeting held in January.

**ARTICLE VIII. COMMITTEES AND THEIR DUTIES**

3. The Nominating Committee shall consist of a Chairperson and four (4) other persons.
  - (a) The Nominating Committee shall make a slate of nominees including a brief description of the qualifications of each nominee no later than September 15<sup>th</sup>. The Nominating Committee will consolidate the results of this effort.
  - (b) The Chairperson of the Nominating Committee shall be the President Elect and he/she shall have a ballot of nominees to the web-master no later than October 1<sup>st</sup>. The ballot shall be posted to the web-site for voting no later than October 15<sup>th</sup>.
  - (c) All persons must be a Active / Certified Active or an Honorary Member prior to October 1<sup>st</sup> in order to participate in the TACA election.
  - (d) All votes must be cast no later than 11:59pm the Friday prior to the Annual Conference. Candidates receiving the most votes for the open positions shall be duly elected.
  - (e) The chair of the nominating committee with appointed members will oversee and certify the tallying of votes.
4. The Audit Committee will consist of a Chairperson other than the Treasurer or the Executive Secretary and two (2) other persons. They shall review all books of the Treasurer and of the Executive Secretary data base make a written report to the TACA Board. The fiscal year will run from January 1<sup>st</sup> through December 31<sup>st</sup>. There will be an audit report at the first TACA business meeting.
5. The Awards and Scholarship Committee will consist of six (6) people. The Vice President will be the Chairperson and five (5) other members. They will review recommendations submitted to them and follow guidelines that have been set by the Executive Committee for all awards and scholarships.

6. The Public Relations/Newsletter Committee will consist of a Chairperson, two (2) TACA Coordinators and two (2) other persons. They shall be responsible for assisting the President of TACA with articles and recommendations on topics for the newsletter. They shall inform the membership through newsletters and the general public through the media of the Association's purpose, activities and meetings.
7. The Fund Raising Committee shall consist of a Chairperson and five (5) other persons. They shall determine and carry out ways to raise money to finance the needs of the Association.
8. The Annual Conference Committee shall organize subject matter and obtain guest speakers for the annual conference held in November.
9. Exhibitors Committee shall consist of a Chairperson and three (3) other persons. They will find exhibitors to show his/her products for the purpose of animal control work. This will be in conjunction with the annual conference held in November.
10. Past President Advisory Committee will consist of the Past Presidents of the Association.
11. The Disaster Relief Committee shall be responsible for coordinating animal control personnel to areas that have been stricken by a natural disaster. The coordinator will also maintain a very close communication level with the President when the need for deployment of the disaster relief action plan is put into operation.
12. The Other Committees shall be appointed by the President as deemed necessary by the TACA Board.

**ARTICLE IX PAID POSITIONS**

1. Executive Director Position will be by contract.
2. Policies and procedures governing any and all contract employees job performance shall be made by the Executive Committee.

**ARTICLE X. DISSOLUTION**

In the event of the dissolution of this Association all funds and property, whether real or personal, remaining after payment of all debts, shall be determined by the Executive Board to be used for the same or similar purpose of those of TACA, Inc.

**ARTICLE XI. AMENDMENT OF BY LAWS**

These BY LAWS may be repealed, altered or amended at any general meeting of the membership of this Association, provided any alteration or change proposed, shall first have been submitted to the TACA Board and approved by the majority vote thereof not less than sixty (60) days prior to the meeting.

**ARTICLE XII. EFFECTIVE DATE**

These BY LAWS, effective upon their adoption supersede all former BY LAWS of this Association. Effective Date: November 7, 2004.

**ARTICLE XIII. PARLIAMENTARY PROCEDURE**

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

Revised/Approved November 2019