

# Sampson County Friends For Animals, Inc. By-Laws

## ARTICLE I: Name and Purpose

Section 1.1 The name of this organization shall be **Sampson County Friends For Animals, Inc.** The acronym **SCFFA** may be used to designate the organization.

Section 1.2 The Purpose of SCFFA is to enhance Sampson County's resources through a variety of programs in order to provide for the unwanted pet population in our county. The purpose shall be fulfilled through the following objectives/activities:

- a) The prevention of cruelty to animals of all types
- b) Increase the adoption rates of unwanted and shelter pets
- c) Improve the rates of spaying and neutering of pets in our county through coordinating a low cost spay/neuter mobile unit for the county and developing a system of spay/neuter vouchers for low income and elderly people of the community.
- d) Increase rabies and other vaccination rates to promote healthy pets
- e) Educate the public on responsible pet care and ownership with respect to care, treatment and welfare of the animals
- f) Work with our local school systems to educate children on pet care and the importance of spay/neuter programs and vaccinations of animals
- g) Work with rescue groups to provide homes and adoptions for unwanted animals and owner surrendered pets
- h) Work with the local animal shelter

In addition, our organization has set a goal of building a no-kill shelter within the county to help decrease the number of unwanted pets that are destroyed yearly at the county animal shelter.

## ARTICLE II: Principal Office and Address

Section 2.1 The principal office of SCFFA is located in Sampson County North Carolina

Section 2.2 The principal mailing address of the SCFFA shall be P.O. Box 1 Clinton, NC 28329 until such time that a permanent facility is constructed and/or acquired.

## ARTICLE III: Membership

Section 3.1 Membership composition. Annual membership in the SCFFA will be available on the following levels:

- a) Individual Membership \$25.00 to join which includes a SCFFA T-shirt, monthly newsletter and first year dues and \$15.00 subsequent years.

Section 3.2 Membership within extenuating circumstances. If a person is truly dedicated to the purpose and beliefs of the organization but due to extreme situations the person can not pay the membership dues they can agree in lieu of the money for the dues, to volunteer for a total of 15 hours in the course of the year at any of the events sponsored by the SCFFA to

cover the cost of the dues. They will still be eligible to receive a T-shirt and the monthly newsletter. This will be done on a case by case situation and the Officers will need to approve the individual.

Section 3.3 Membership shall not be denied on the basis of race, creed, color, gender, marital status, parental status, sexual orientation, physical/mental limitations, or political affiliation.

Section 3.4 Expulsion of members for cause shall be determined by simple majority of the active membership.

Section 3.5 Decisions concerning the SCFFA Organization are decided upon among the Officers, The Board of Directors or a majority vote among present, active members at a scheduled meeting with public due notice given. Members of the organization are not to make unilateral decisions without the consent of the aforementioned. Members doing this will be put on probation and be given a warning about such behavior. If after the warning, the member continues to act unilaterally without the consent of the organization, its Officers or its Board, their membership will be revoked.

#### ARTICLE IV: Membership Privileges and Meetings

Section 4.1 General membership meetings shall be held on the second Tuesday of each month at 6:00 p.m. at the Sampson County Complex Auditorium until such time a permanent location is constructed and/or acquired.

Section 4.2 All members shall be entitled to cast one vote at any general membership meeting of the organization or in any referendum. Eligible members constitute being a member for a minimum of two months prior to voting.

Section 4.3 Special meetings may be called at any time by the President or a majority of the Officers. Special meetings shall be held at the earliest convenience to the membership, at a time and place the President and/or the Officers designate.

Section 4.4 At any general membership meeting of the SCFFA, a simple majority vote of those active members present shall determine the outcome of said vote. This excludes voting on election of Officers.

#### ARTICLE V: Officers

Section 5.1 Elected Officers. The officers shall consist of four positions, including a President, Vice-President, Secretary and Treasurer. Officers shall be classed as volunteers and shall not receive any salaries or fees for their services, but may be reimbursed for any expenses incurred in fulfilling their duties. Said expenses must be appropriately approved by the current officers and proof of payment must be provided.

Section 5.2 In the event of a situation that warrants itself as an emergency in a life or death circumstance, the President has the authority to provide financial support for an animal and will be reimbursed the amount provided if proof of receipt is shown and it was validated that it was an emergency.

Section 5.3 The President has the authority, when it is deemed necessary, to provide up to and not exceeding \$50.00 to a foster home for food and or supplies for the animals under their care. The President must provide proof of purchases in order to be reimbursed.

Section 5.4 Nominations of Officers. Nominations of Officers for the following year will be done on an annual basis from the active membership at the November meeting. Elections of Officers will be held during the December meeting.

Section 5.5 Terms of Office. All elected Officers will serve a term of one year in duration with an additional year if re-elected totaling two years in that office. Only members are eligible for election as Officers.

Section 5.6 If an Officer misses three consecutive meetings, it automatically constitutes expulsion in that position. If an Officer is in a situation where they are not able to perform their duties in their expected capacity, they may request a leave of absence for the period in question with reinstatement if possible, as not to lose their position.

Section 5.7 In the event of a vacancy in the office of President, the Vice-President shall succeed to that office. In consultation with the Officers, other vacancies may be filled by appointment by the President from the list of members.

Section 5.8 Duties of Elected Officers. The duties of the various elected Officers shall be such as specified in these By-Laws. All SCFFA Officers shall make themselves available, as necessary, in promoting the general welfare of the SCFFA.

- a) The President shall preside at SCFFA Officer meetings, make committee appointments and develop with the assistance of the Elected Officers an annual program of work. The President shall coordinate and schedule meetings and serve as the official spokesperson for the SCFFA and perform any other duties as necessary.
- b) The Vice-President shall serve SCFFA in any capacity as directed by the President and shall assume the duties of the President when the latter is unavailable, is incapacitated, or for any reason cannot serve. The Vice-President shall perform any other duties as necessary.
- c) The Secretary shall be designated to record the minutes of all meetings and maintain a file of such minutes and other record and be responsible for publication, correspondence and public relations duties for the SCFFA. The Secretary shall have custody of all files, records, and other documents and be responsible for their safekeeping. The Secretary shall perform any other duties as necessary.
- d) The Treasurer shall receive and deposit in a bank account of the SCFFA all monies and securities, disburse funds in and submit to the Officers and Board of Director of SCFFA a report of the income and expenditures of the organization.

## ARTICLE VI: Directors

Section 6.1 The Board of Directors shall be composed of the current and past Officers, with additional people serving as vacancies become available or it is deemed necessary to increase the diversity of the board.

Section 6.2 The President of the organization by virtue of his/her office shall be Chairman of the Board of Directors.

Section 6.3 The Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

Section 6.4 The qualification for the board members include:

- a) a commitment to the cause of pet rescue
- b) a willingness to work in an unpaid position, in various capacities to promote the cause of animal rescue in the community
- c) the dedication to educate the community on the need for proper care of animals
- d) promote the purpose and objectives as stated in the by-laws of the SCFFA

Section 6.5 Each director shall serve on the board for a term of three years unless the individual resigns or is removed from office. The individual has the option for additional terms as long as there are positions available and it is voted on. Appointments for the board will be done in December when the Officers are elected yearly.

Section 6.6 Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.

Section 6.7 The Board of Directors shall consist of not less than 2 members and not more than 12 members.

Section 6.8 Each director shall have one vote and such voting may not be done by proxy.

Section 6.9 In the event that an Officer or Member of the Board of Directors is charged with a misdemeanor or felony, that member is suspended from their position within the organization.

#### ARTICLE VII: Miscellaneous

Section 7.1 All meetings of members of the SCFFA, elected officers, and committees shall be conducted pursuant to Roberts Rules of Order as set forth in the last published revision thereof.

Section 7.2 The fiscal year of the SCFFA shall commence on January 1 of each year.

#### ARTICLE VIII: Amendments

Section 8.1 These by-laws may be amended by the Officers at any meeting provided that a proposal to amend shall be submitted in writing to the Secretary with the signatures of at least 10% of the active membership. Appropriate notice of said meeting shall be provided to the membership and shall include the text of the proposed amendment. Amendments will be decided by a majority vote of the membership present.

Revised: March 9, 2005