Ohio County Dog Wardens Association

"Striving to Be Man's & Dog's Best Friend"

CONSTITUTION OF THE OHIO COUNTY DOG WARDENS' ASSOCIATION
Passed by two thirds (2/3) of the vote at the December 5, 2016 meeting.

ARTICLE I – BASIS OF ORGANIZATION

Section 1

This corporation shall be known as the Ohio County Dog Wardens' Association and hereafter is referred to as the "Association".

Section 2

The Association's Executive Board and members shall comply with the laws of the United States, the State of Ohio, and all local ordinances in the performance of their duties for the Association.

Section 3

The Association shall forever remain a nonprofit organization and shall be incorporated in the State of Ohio.

Section 4

The Association's name, or the name of 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 objectives.

Section 5

The Association shall be recognized as non-discriminating against sex, race or religion.

ARTICLE II – OBJECTIVES AND PURPOSE

Section 1

To promote effective, efficient and humane dog control programs for the health and safety of the public and their companion animals.

Section 2

Improve, promote, and obtain education, training, benefits, equipment, and adequate facilities for Dog Wardens and staff.

Section 3

Develop professional standards and promote certification procedures for Dog Wardens, Deputies and Shelter personnel and to advance the health, comfort, morale, and welfare of all Dog Wardens, their staff, and the communities they serve.

Section 4

Provide liaison with other organizations and groups having related interests, and to exchange information regarding animal control programs.

Section 5

Educate the public of dog ownership responsibilities, and promote the public's understanding and cooperation with dog control programs.

Section 6

Provide expertise and guidance pertaining to dog control issues to officials at state, county, and city levels of government while promoting justice and equality in the enforcement of dog control laws.

Section 7

Assist and appear before legislative bodies for the purpose of giving professional opinions regarding existing and proposed legislation pertaining to dog control functions. Proactively seek passage of legislation that would advance the objectives and purposes of the Association.

ARTICLE III – MEMBERSHIP

Section 1

The classes of membership shall be (A) Regular, (B) Associate, (C) Honorary, and (D) Corporate. Prospective members of either class shall meet the requirements identified under Article IV Sections 2 through 4 and those identified below:

(A) Regular Members

All Chief Ohio County Dog Wardens and Ohio Sheriffs appointed by a Board of County Commissioners as the County Dog Warden are eligible for regular membership.

(B) Associate Members

All Deputy Wardens and support staff of an Ohio County Dog Warden department, Ohio animal care/control officers, Ohio humane agents/cruelty investigators, Ohio sheriff's deputies and Ohio police officers are eligible for associate membership.

(C) Honorary Members

Any Regular or Associate Member that has retired, in good standing, in accordance with Ohio PERS or PERS LE service credit qualifications in effect at the time of their retirement and that meets one of the following service credit requirements:

(1) Retired with full service credits.

(2) Retired with less than full service credits and are nominated for honorary membership by a Regular Member of the Association and approved by the Executive Board.

(D) Corporate Members

All companies and organizations whose products and services may be utilized by the Association or Association members' departments are eligible for Corporate Membership.

Section 2 – Privileges of Membership

All members shall be entitled to the Association's email updates and to attend the Association's Executive Board Meetings, Regular Meetings and trainings.

(A) Regular Members

Shall receive all benefits of the Association's affiliation with the County Commissioners Association of Ohio, and shall be entitled to one (1) vote on matters pertaining to the Association and Executive Board elections. Regular Members are entitled to hold office on the Executive Board of the Association.

(B) Associate Members

Shall only be entitled to one (1) vote for election of an Associate Director. Only Associate Members may nominate and elect the Associate Director.

(C) Honorary Members

Shall be entitled to a lifetime Association membership and are exempt from Association dues.

(D) Corporate Members

Shall be provided with promotional opportunities at the Association's Regular Meetings and shall be recognized on the Association website.

Section 3 – Members In Good Standing

Active members who have paid their dues, in accordance with Article IV Sections 2 through 4, for the fiscal year shall be in good standing with the Association.

Section 4 – Expulsion

The Executive Board may recommend the expulsion of any member for any conduct, which detracts from the dignity or impairs the good name of the Association, or is likely to endanger the welfare, interest or character of the Association. Such expulsion shall require a simple majority of votes cast by the Executive Board present at any Regular or Executive Board Meeting. An expelled member has the right to appeal such action, and may request a hearing before the Executive Board at the next Regular Meeting. An appeal must be submitted in writing within thirty (30) days of the expulsion.

ARTICLE IV – FINANCIAL

Section 1 – Fiscal Year

The Association shall have a fiscal year running from January 1st to December 31st.

Section 2 – Dues

The dues of Regular, Associate and Corporate Members shall be recommended by the Executive Board and approved by a two-thirds (2/3) vote of the members present at any Regular Meeting provided at least thirty (30) days' notice of said vote has been given to the Association members via e-mail, mail, the Association website or other distribution.

Section 3 – Payment of Dues

Dues shall be payable on or before March 1st of each calendar year. No member shall be permitted to exercise any right or privilege of membership while his/her dues are delinquent. Nonpayment of dues by April 1st shall result in the member being dropped from the membership roster.

Section 4 – Delinquent Payment of Dues

Dues paid after April 1st will reinstate members' rights and privileges of membership, but may be cause to exclude members' affiliation with the County Commissioners Association of Ohio.

Section 5 – Transferring Membership

Membership may be transferred to a person other than the original applicant, in accordance with Article III Section 1, due to changes in personnel.

Section 6 – Training Fund

Fifty percent of each year's dues collection may be placed in an interest bearing account to be known as the Educational Program and Training Fund. The collection of the fifty percent of each year's dues shall be suspended when the amount in the fund reaches fifty percent of the Association's year-end proceeds. Whenever the dollar amount in the fund is below the cap, the disbursement percentage shall be reinstated until the amount in the fund reaches the cap. The Executive Board shall establish an Educational Program and Training Fund budget for the upcoming year not to exceed the cap. The annual training budget may include separate but equal disbursements to the four regions of the state for purposes stated in Article II Section 3.

ARTICLE V – OFFICERS

Section 1

The Officers of the Association shall be nominated and elected by Regular Members of the Association at the December Regular Meeting of the Association and shall take office at the first Executive Board Meeting the following year.

Section 2

The Officers of the Association shall consist of the Past President, President, Vice President, Secretary, and Treasurer. Each Officer may appoint one (1) member in good standing to serve on the Association's Training Committee.

Section 3

All persons nominated or appointed as an Association Officer shall be a member in good standing, in accordance with Article III Section 3. Nominations or appointments for members in good standing that

have been members for less than one (1) year require Executive Board approval by vote prior to the nomination or appointment.

Section 4

Term of office shall be two (2) years for the Past President, President, Vice President, Secretary, and Treasurer. The term shall coincide with the Ohio General Assembly's two-year legislative cycle.

Section 5

No member shall serve more than two consecutive terms as Past President, President, Vice President, Secretary or Treasurer unless completing the remainder of an appointed term or unless no other candidates are running for the same office.

ARTICLE VI – BOARD OF DIRECTORS

Section 1

The Northwest, Northeast, Southwest and Southeast Board of Directors of the Association shall be nominated and elected by the Regular Members of the Association. The Associate Director shall only be nominated and elected by the Associate Members of the Association. All elections shall be held at the December Regular Meeting and shall take office at the first Executive Board Meeting the following year.

Section 2

All persons nominated or appointed to the Board of Directors shall be a member in good standing, in accordance with Article III Section 3.

Section 3

The Board of Directors shall consist of five (5) members. The following constituencies are each afforded one director:

Northwest Director

Allen, Auglaize, Crawford, Defiance, Fulton, Hancock, Hardin, Henry, Logan, Lucas, Marion, Mercer, Morrow, Ottawa, Paulding, Putnam, Sandusky, Seneca, Shelby, Van Wert, Williams, Wood, and Wyandot counties.

Northeast Director

Ashland, Ashtabula, Carroll, Columbiana, Coshocton, Cuyahoga, Erie, Geauga, Harrison, Holmes, Huron, Jefferson, Knox, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas, and Wayne counties.

Southwest Director

Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Delaware, Franklin, Fayette, Greene, Hamilton, Highland, Madison, Miami, Montgomery, Pickaway, Pike, Preble, Ross, Scioto, Union, and Warren counties.

Southeast Director

Athens, Belmont, Fairfield, Gallia, Guernsey, Hocking, Jackson, Lawrence, Licking, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Vinton and Washington counties.

Associate Director

Represents all Associate Members of the Association. One (1) Associate Director shall serve on the Board of Directors and shall only be nominated and elected by the Associate Members of the Association.

Section 4

Term of office shall be two (2) years for Northwest, Northeast, Southwest, Southeast and Associate Directors. Southwest and Northeast Directors will begin their terms in the even number years. Northwest, Southeast and the Associate Directors will begin their terms in the odd number years.

Section 5

No member shall serve more than two consecutive terms as Northwest Director, Northeast Director, Southwest Director, Southeast Director or Associate Director unless completing the remainder of an appointed term or unless no other candidates are running for the same office.

ARTICLE VII – DUTIES OF THE EXECUTIVE BOARD

Section 1 – Executive Board

The Officers and the Board of Directors of the Association shall be collectively known as the Executive Board.

Section 2 – Past President

The Past President will serve as the chairperson of the Nominating Committee. He/she will serve as an advisor on matters and procedures for the Association. He/she shall act as the Association's parliamentarian and ombudsman. He/she shall assume all of the duties of the President in the event of death, absence, inability to act or vacancies in both the President and Vice President positions. He/she while acting as President shall appoint members, in accordance with Article III Section 1, Article V Section 3, and Article VI Section 2, to fill vacancies in the Executive Board. The appointments shall remain in effect until the next regular election.

Section 3 – President

The President shall be the chairperson of the Executive Board and shall be the presiding officer of the Association. He/she shall see that all provisions of the Constitution are enforced. He/she shall be responsible for the prompt execution of all resolutions and orders adopted by the Association. Other duties include the deliverance and submission of an annual written report at the December Regular Meeting pertaining to the goals and accomplishments of the Association, acting on behalf of the Association with the consent of the Executive Board, establishing committees with the input and consent of the Executive Board and serving as the Association's liaison with other organizations. The President, in accordance with Article III Section 1, Article V Section 3, and Article VI Section 2, shall appoint members to fill vacancies in the Executive Board. The appointments shall remain in effect until the next regular election.

Section 4 – Vice President

The Vice President shall serve as the chairperson of the Training Committee. He/she shall acquaint himself/herself with all activities of the Association while assisting the President in the execution of

such. He/she shall assume all of the duties of the President in the event of death, absence, inability to act or vacancy in the President position.

Section 5 – Secretary

The Secretary shall keep the minutes of the proceedings of all Regular and Executive Board Meetings of the Association and shall maintain a permanent record of such proceedings including a record of attendance. He/she shall provide all members with copies of minutes from all Regular and Executive Board Meetings. He/she shall maintain both an updated email and regular mailing list and membership roster. He/she shall attend to all necessary correspondence on behalf of the Association and maintain records of all such correspondence. He/she shall assume all of the duties of the President in the event of death, absence, inability to act or vacancies in the President, Vice President and Past President positions. He/she while acting as President shall appoint members, in accordance with Article III Section 1, Article V Section 3, and Article VI Section 2, to fill vacancies in the Executive Board. The appointments shall remain in effect until the next regular election.

Section 6 – Treasurer

The treasurer shall have the charge and custody of the financial records of the Association. He/she shall be responsible for all funds of the Association, for depositing all monies in the name of the Association, collecting dues from membership and maintaining a roster of all members of the Association in collaboration with the Secretary, and collecting the revenues owed to the Association. He/she shall disperse funds for authorized purposes, and pay all current bills. He/she shall present a Treasurer's report at Executive Board Meetings and submit an annual written report at the December Regular Meeting. A detailed year-end statement is to be prepared and distributed to all members by the 31st of January following each fiscal year. He/she shall assume all of the duties of the President in the event of death, absence, inability to act or vacancies in the President, Vice President, Past President and Secretary positions. He/she while acting as President shall appoint members, in accordance with Article III Section 1, Article V Section 3, and Article VI Section 2, to fill vacancies in the Executive Board. The appointments shall remain in effect until the next regular election.

Section 7 – Board of Directors

The Board of Directors' duties shall consist of representing the members of their constituencies, planning, promoting and arranging for meetings, trainings or educational functions, presiding at such meetings, facilitate retaining and recruitment of members in the Association, and furthering the goals and objectives of the Association. The Board of Directors shall submit an annual written report on the state of affairs at the December Regular Meeting.

Section 8 – Quorum

For the purposes of transacting official business, a quorum of the Executive Board shall consist of at least six (6) members of the Executive Board present.

Section 9 – Vacancies

Whenever a vacancy in the Board of Directors occurs, the President shall appoint, in accordance with Article III Section 1, Article V Section 3, and Article VI Section 2, a member in good standing from that constituency subject to the approval of the Executive Board. Whenever a vacancy in in the Officers occurs, the President shall appoint, in accordance with Article III Section 1, Article V Section 3, and Article VI Section 2, a member in good standing subject to the approval of the Executive Board. An appointment to the office of Past President must be a Past President from the Association or the office shall remain vacant until it can be filled by a Past President from the Association.

Section 10 – Removal From Office

In the event that any Executive Board member shall miss three (3) consecutive Regular Meetings at which he or she was not represented by an alternate appointed in writing or via email submitted to the

Executive Board in advance of the meeting, the President may declare the position vacant and shall appoint, in accordance with Article III Section 1, Article V Section 3, and Article VI Section 2, with the approval of the remaining members of the Executive Board, a member in good standing to complete the term of office as stipulated in Article III. A removed member of the Executive Board has the right to appeal such action, and may request a hearing before the Executive Board at the next Regular Meeting of the Association. An appeal must be submitted in writing within thirty (30) days of removal.

Section 11 – Records

All records, reports, correspondence, etc. are to be considered property of the Association and relinquished to the President upon leaving any office.

Section 12 – Board Expenses

All Executive Board Officers, meaning Past President, President, Vice President, Secretary, Treasurer and Board of Directors shall be provided lodging, training and conference costs. Benefits shall be paid directly to vendor or site by the Treasurer. No cash benefit shall be received by any member of the Executive Board. The President may request Executive Board members to attend special Board meetings to inspect pre-conference sites. Executive Board members may decline from this section.

ARTICLE VIII – ELECTION OF THE EXECUTIVE BOARD

Section 1

The election of the Executive Board shall take place at the December Regular Meeting of the Association and will fill those positions which are vacant or expiring due to term limits.

Section 2

A Nominating Committee shall be appointed by the Past President, consisting of three (3) members in good standing and shall seek qualified candidates for vacant offices. Nominees for such vacancies shall be members in good standing.

Section 3

The Nominating Committee shall submit at least two nominations for each office at the meeting of the Association. All nominations for Board of Directors shall be submitted from a majority of the constituencies' current members. In the absence of more than one nomination, a write-in blank will be provided on the ballot. Proposed candidates shall submit letters of intent to the Nominating Committee. Motions for nominations shall also be accepted from the floor, and must have a second.

Section 4

A simple majority of those members present and voting shall be decisive.

Section 5

The chairperson of the Nominating Committee shall organize and preside over all details of the election, and supervise the voting and tabulation of ballots. The Nominating Committee shall tabulate the ballots, announce the new Officers, and make a written record for the Association's official records.

ARTICLE IX – MEETINGS

Section 1 – Executive Board Meetings

The Executive Board shall conduct monthly Executive Board Meetings either in person, via teleconference or videoconference. Each Executive Board Meeting shall be held consecutively to the

Regular Meetings of the Association. All Association members are permitted to attend Executive Board Meetings. The Executive Board may enter Executive Session during Executive Board Meetings. Only Executive Board Members and their designees, as related to the topic to be discussed, may preside during Executive Session. Executive Session shall not persist for more than fifty percent (50%) of the scheduled meeting. The President may cancel Executive Board Meetings due to inclement weather, conflicting events, and lack of quorum or for other legitimate reasons but may not cancel more than six (6) Executive Board Meetings annually. A minimum of four (4) Executive Board Meetings shall be held in person.

Section 2 – Regular Meetings

The Executive Board shall conduct monthly Regular Meetings either in person, via teleconference or videoconference. The President may cancel Regular Meetings due to inclement weather, conflicting events or for other legitimate reasons but may not cancel more than six (6) Regular Meetings annually. A minimum of four (4) Regular Meetings shall be held in person. The Association shall conduct business at its Regular Meetings without regard to the number of members present. A simple majority of those members present and voting shall be decisive.

Section 3

The rules of order as contained in Roberts Rules of Order, current edition, shall govern this Association except when inconsistent with the Constitution of the Association.

Section 4

Association elections, training and professional development will be the primary focus of the December Regular Meeting.

Section 5

A special Executive Board Meeting may be called by the President, two members of the Executive Board, or three Regular Members of the Association. A written request for such meeting must be received by the Secretary at least fourteen (14) days before the requested meeting date. The request shall state the exact purpose of the meeting and shall be the only topic discussed. The Secretary shall submit a meeting notice to the Executive Board Members at least ten (10) days before the requested meeting date. The meeting notice shall include a copy of the written request for this meeting and state the date, time and place where the meeting will be held.

Section 6

An emergency meeting may be called by any Regular Member of the Association. An emergency meeting shall only be called if there is a national, regional or local disaster where the welfare of animals is threatened. Section 7 time requirement waived.

Section 7

Except as otherwise prescribed the notice of the time, location, and agenda of the Association related meetings shall be given to each member either via e-mail, mailed to the address as listed on the roster of membership maintained by the Secretary or posted to the Association website at least fourteen (14) days prior to the meeting date.

ARTICLE X – AMENDMENTS

Section 1

Amendments to this Constitution may be made at a Regular Meeting of the Association by a two thirds (2/3) vote of the Regular Members present. Such amendments, however, shall have been submitted to the Secretary of this Association at least thirty (30) days prior to the meeting date and the Secretary shall send a copy of such proposed amendments and notice of the proposed meeting purpose, date and time to each member of the Association thirty (30) days prior to the Regular Meeting at which said amendments shall be voted on.