

Champaign County Humane Society

Bylaws

ARTICLE I–NAME

The name of this organization is the Champaign County Humane Society, Inc., a non-profit corporation. It will be known here simply as CCHS.

ARTICLE II–PURPOSE, POLICY

Section 1–Mission

To instill respect, kindness, and compassion for animals as community values.

Section 2–Purpose

To prevent cruelty to animals, to promote animal welfare, to educate the public about the humane care and treatment of animals, to increase public awareness of the companion animal overpopulation issue and to provide solutions, and to provide high quality shelter, medical, and adoption services for animals when necessary.

Section 3–Policy

To give humane care and treatment to all companion animals in the CCHS service area needing shelter, to seek appropriate homes for animals without homes, and to provide euthanasia when necessary. Animals under the CCHS’s control may be disposed of only as specified here. Live animals may not be taken, sold, or used for invasive, pharmaceutical, or stress inducing experimentation of any kind, nor vivisection unless the purpose of such is to improve or prolong its life.

ARTICLE III–MEMBERSHIP

Section 1–Eligibility

Anyone willing to support the mission, purpose and policy of CCHS can become a voting member by paying a minimum annual monetary donation, the amount to be determined by the Board of Directors. A membership will continue by making the annual monetary donation unless the membership is ended as specified in Sections 5 and 6 of this article.

Section 2–Term

Membership is from October 1 through September 30.

Section 3–Rights

Voting members have the right to elect the Board of Directors, to vote on amendments to the bylaws as specified in Article XII, and are eligible to serve on committees as specified in Article VIII. A voting member is any person who has made a minimum annual monetary donation as determined by the board of directors at least 30 days before a membership vote is taken.

Section 4–Transferral, Assignment

Membership is not transferable or assignable.

### Section 5—Resignation

A member may resign at any time by sending written notice to the recording secretary. No part of the annual donation will be refunded to any resigning member.

### Section 6—Expulsion

A member may be expelled for good reason by a two-thirds vote of the Board. Expulsion may be appealed to the membership at the next annual meeting by sending notice of appeal to the recording secretary ten days before that meeting.

## ARTICLE IV—MEMBERSHIP MEETINGS

### Section 1—Annual Meetings

The annual meeting will be held during the month of September at a time and place designated by the Board. The purpose of this meeting is to elect directors, to present the annual report, and to conduct other business.

### Section 2—Special Meetings

Special meetings may be called at any time by the recording secretary at the direction of the President, or by a majority of the Board, or by any 25 voting members, if they file a written statement with the recording secretary explaining the reason for the meeting. At least 30 days, but not more than 60 days, after a request is filed, a special meeting will be held at a time and place designated by the Board.

### Section 3—Authority

At any meeting, only the members present have the authority to conduct business. Decisions at any meeting will be advisory to the Board and will be made by majority vote of those members present and voting. No proxy voting will be allowed.

### Section 4—Advance Notice

The recording secretary will give public notice at least ten days before any meeting in a manner approved by the Board.

## ARTICLE V - BOARD OF DIRECTORS

### Section 1 - General Powers

The Board of Directors is the governing body of CCHS and has the responsibilities of developing overall policy and directing the property, business, and financial affairs of CCHS, as well as assuring CCHS's compliance with applicable statutory, regulatory, and accreditation standards. The president and his or her designee(s) are the only authorized spokespersons for decisions of the Board.

### Section 2 - Number of Directors

CCHS shall be governed by a board of directors consisting of 11 to 13 members. Vacancies may be filled on a temporary basis by the president with the approval of the Board. Only voting members may serve as directors.

### Section 3 – Nomination and Election

By January 15, the president of the Board will appoint at least three directors to serve on the Nominating Committee, which will act in accordance with procedures adopted by the Board. At least 30 days before each annual meeting, the Nominating Committee will recommend to the Board nominees for director. Voting members may nominate themselves by sending a written statement of interest and qualification, as well as a petition of nomination signed by at least 25 voting members to the Nominating Committee at least 30 days before the annual meeting. At least 20 days before each annual meeting, the list of candidates will be posted on the CCHS web site. A statement of interest and qualification will be included for each candidate. Directors will be elected at the annual meeting by a simple majority of the voting members present. Voting will be by secret ballots.

### Section 4 – Term of Service

Directors shall be elected for a term of three years. Directors may serve a maximum of two terms in succession, with a minimum of one year elapsing before being eligible for another term as director. New directors shall assume their responsibilities at the October meeting of the Board of Directors.

### Section 5 – Vacancies

The President, with the approval of the Board of Directors, shall appoint replacements to fill vacancies if a replacement is deemed necessary. The term of the replacement director will be until the next annual meeting.

### Section 6 – Compensation

All members of the board of directors and its officers shall serve without Compensation.

### Section 7 – Conflict of Interest

The Board of Directors shall abide by an established Conflict of Interest policy.

### Section 8 – Standards of Conduct

Each director shall discharge his or her duties as a director, including the director's duties as a member of a committee, in good faith, with the care an ordinarily prudent person in a like position should exercise under similar circumstances, and in a manner the director reasonably believes to be in the best interests of CCHS. Each director shall comply with any ethics policies that may be established or adopted by the Board of Directors from time to time.

### Section 9 – Resignations and Removal

Any director may resign at any time by delivering a written resignation to the President of the Board of Directors or to the Executive Director of CCHS, who shall notify the Board of Directors of such resignation promptly and in any event at the next scheduled meeting of the Board of Directors. The acceptance of such a resignation shall not be necessary to make it effective. Any director may be removed at any time for cause, including conduct injurious to the best interests of CCHS, by the affirmative vote of at least two-thirds of all of the directors then in office, provided that the notice of the meeting where such action is taken specifies that one of the items on the agenda for such meeting is the proposed removal of such director.

## ARTICLE VI—BOARD OF DIRECTORS MEETINGS

### Section 1—Frequency

An annual organizational meeting will be held not more than 30 days after the annual membership meeting. Regular meetings must be held at least quarterly at times and places designated by the Board.

### Section 2—Shelter Report

At each regular meeting, a summary of CCHS activities since the previous meeting will be presented.

### Section 3—Special Meetings

Special meetings may be called by the President, the Executive Director, or any three directors if they file a written request with the recording secretary.

### Section 4—Quorum

A quorum for any meeting is at least a majority of the directors.

### Section 5—Voting

Except when specified otherwise in these bylaws, decisions at any meeting of the Board, Executive Committee or other committees will be made by majority vote of those present and voting. Each director has one vote. No proxy voting will be allowed. The Board of Directors may authorize a vote by email when required.

### Section 6—Attendance at Board Meetings

If any director misses three consecutive meetings, without having been excused by the President or Secretary with the approval of the Board, that director will be considered to have resigned.

### Section 7—Advance Notice

The Secretary will mail each director advance notice of any special meetings. At least seven days' notice will be given before any special meeting. No notice is needed for regularly scheduled meetings.

## ARTICLE VII—OFFICERS

### Section 1--Election, Officers, Terms

At the organizational meeting of the Board, the directors will elect a President, Vice-president, Recording Secretary, Treasurer, and one additional member to the Executive Committee. The Board may also elect other officers if necessary. The term of office is from the organizational meeting to the following year's organizational meeting, but officers may be dismissed by the Board before their terms have ended.

### Section 2—President

The President is chairman of the Board. The President presides at all meetings and is a voting member of all committees. The President has the authority to countersign with the Treasurer any papers regarding CCHS's interests in the sale of securities or other assets, or in the settlement of estates or trusts.

### Section 3–Vice-President

The Vice-president is to actively assist the President and to perform the duties of the presidency in the President's absence, or if the President resigns or is removed from the office.

### Section 4–Secretary

The Recording Secretary is to take the minutes of each Executive, Membership, and regular Board meeting; to distribute copies of the minutes to each director; to make copies of the minutes available to any other member on request; to keep all non-financial books and records available for inspection; to have custody of CCHS records, bylaws, and archives, unless any or all of these are placed in the care of others by the Board; to give advance notice of meetings and nomination, as specified elsewhere in these bylaws, to each member and director; to receive correspondence, unless directed otherwise by the Board; and to perform other duties as may be assigned.

### Section 5–Treasurer

The Treasurer is to assist in the preparation of the budget; monitor the budget; ensure the Board's financial policies are being followed; report to the Board of Directors and general membership on finances; make available at the annual meeting the last audited financial statements, as well as submit a report of income, expenditures, assets, and liabilities for the fiscal year just ended; submit and countersign with the President any papers regarding CCHS interests in the sale of securities and other assets or in the settlement of estates or trusts; and chair the Finance Committee.

## ARTICLE VIII–COMMITTEES OF THE BOARD

### Section 1–Standing and Special Committees, Chairs, Membership

There are eight standing committees: Animal Welfare, Personnel, Executive, Development, Nominating, Research Policy, Facilities, and Finance/Audit. The Board may also create special committees for any necessary purpose. Committee members and chairs are appointed by the President and must report on activities at regular Board meetings. Membership on all committees except Executive, Personnel and Nominating is open to voting members. Members may serve up to three consecutive one year terms unless removed for good cause by the Board. The Executive Director is an ex officio non-voting member of each committee. The President may appoint other persons as ex officio members of any committee as deemed appropriate.

### Section 2–Executive Committee

The members of this committee are the President, who is the chair; the Vice-president; the Treasurer; the Secretary and one other director. The committee may meet with the Executive Director between Board meetings to expedite business and has all the power of the Board, but its actions are subject to confirmation by the Board. The committee, together with the Finance Committee assists the Executive Director in preparing the annual budget and advises on financial matters. The Executive Committee conducts an annual evaluation of the Executive Director in consultation with the Board. Meetings are called by the President.

### Section 3–Nominating Committee

The composition and duties of this committee are specified in Article V, Section 3. When the President appoints the Nominating Committee, the President shall provide a charge to the committee. The Nominating Committee will operate in accordance with procedures and guidelines

adopted by the Board.

#### Section 4—Research Policy Committee

The Research Policy Committee reviews research requests; votes on research projects being advanced to the full board for approval or denial; and assists the Board in developing policies relating to the participation of CCHS in research projects.

#### Section 5--Finance/Audit Committee

The Finance/Audit Committee monitors CCHS investment accounts and makes recommendations to the Board regarding the management of those accounts. In conjunction with CCHS fund managers, the committee will propose changes in CCHS investment policy that serve the best interests of the organization. The committee will review and revise the investment policy as needed. The Finance/Audit Committee shall recommend to the Board an auditor to conduct an independent annual audit for CCHS.

#### Section 6--Development Committee

The Development Committee provides strategic advice and counsel to the CCHS Executive and Development Directors, works with them on fundraising events, and assists them with efforts to promote, grow, and steward supporters and members of the organization. The Development Committee may use subcommittees for special or annual projects whose membership may include ex officio members not on the Development Committee.

#### Section 7--Animal Welfare Committee

The Animal Welfare Committee keeps abreast of current animal-welfare laws, and monitors animal well-being according to the latest CCHS policies on humane animal care and handling, and performs duties as outlined in the CCHS document: *Guiding Principles and Procedures for Assuring the Quality of Animal Care*.

#### Section 8 - Facilities Committee

The Facilities Committee works with the CCHS staff to assess functional aspects of the property and improvements used by CCHS and plan for necessary repairs and improvements. The Facilities Committee may also assist CCHS staff in obtaining bids for substantial projects and seeking donations of goods/services related to building.

#### Section 9 - Personnel Committee

The Personnel Committee works with the Executive Director to periodically review legal issues related to staff employment, general salary guidelines, general working conditions, employment recruitment policies and employment policies.

### ARTICLE IX- FINANCIAL ADMINISTRATION

#### Section 1- Fiscal Year

The fiscal year of CCHS shall be July 1 through June 30, unless otherwise fixed and directed by a resolution adopted by the Board of Directors.

#### Section 2 - Annual Audit and Tax Returns

At the conclusion of the fiscal year, the books of CCHS shall be subjected to examination and audit by a certified public accountant licensed by the State of Illinois in accordance with generally

accepted accounting principles applicable to non-profit organizations. The auditor shall be selected by the Finance/Audit Committee of the Board of Directors. The auditor's completed report and required tax forms shall be presented to the Board of Directors for review and comment prior to filing.

### Section 3 - Loans

No loan shall be contracted on behalf of CCHS and no evidence of indebtedness shall be issued in its name unless authorized by the Board of Directors. Such authority may be general or confined to specific instances.

## ARTICLE X - INDEMNIFICATION

### Section 1 - Indemnification

CCHS shall indemnify any and all of its directors, officers, and staff members who may have served at its request or by election for expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit, or proceedings in which any of them are made parties by reason of being or having been directors, officers, or staff members, except in relation to matters as to which any such director, officer, or staff member shall be adjudged in such action to be liable for willful misconduct in performance of duty.

### Section 2 - Indemnification

CCHS shall obtain and maintain insurance policies to protect the organization against losses and liabilities as determined by the Board of Directors. CCHS shall obtain and maintain a directors and officers liability insurance policy in an amount approved by the Board.

## ARTICLE XI-RULES

All membership and Board meetings will be conducted according to the rules in the latest edition of Robert's Rules of Order.

## ARTICLE XII-AMENDMENT OF BYLAWS

These bylaws may be repealed, altered, or amended by a majority vote of the membership at any annual meeting or at any special meeting called for that purpose. New bylaws become effective on their adoption and supersede all previous bylaws. The proposed amended bylaws will be posted onto the CCHS website at least 30 days before the meeting at which the vote is taken.