

## **Bylaws of the San Diego Turtle and Tortoise Society**

### Article I – ORGANIZATION

- A. The name of the organization shall be “San Diego Turtle & Tortoise Society”.
- B. The seal of this society shall be circular with the inscription SAN DIEGO TURTLE AND TORTOISE SOCIETY NON-PROFIT, CALIFORNIA
- C. The organization may at its pleasure by a vote of the membership body change its name.
- D. The Executive Board shall establish the address within one week after its election. The Corresponding Secretary shall notify any group or organization with whom this Society is in regular correspondence of any change of address.

### Article II. – PURPOSE

The specific purpose for the Society is to foster and adopt out relinquished turtles and tortoises to safe and suitable homes; to educate the public in the proper care of turtles and tortoises; to study all chelonians; to promote conservation; and to maintain communications with and assist and cooperate with other diverse organizations that share our goals. The Society does not encourage the sale of chelonians or their removal from their natural environments.

### Article III – MEMBERSHIP AND DUES

- A. Membership shall be open to all who support the goals and purposes for which this Society was founded.
- B. Dues are payable to the SAN DIEGO TURTLE AND TORTOISE SOCIETY.
- C. The Executive Board will determine any changes to the rate of dues.
- D. Types of memberships
  - 1. Individual- one member, one vote - \$25 per annum
  - 2. Contributing- one member, one vote - \$35 per annum
  - 3. Sponsor- one member, one vote - \$150 per annum
  - 4. Life-one member, one vote - \$1000

### Article IV – OFFICERS (duties and authority)

- A. President
  - 1. Presides and preserves order at regular and special meetings as well as Board meetings.
  - 2. Presents Annual Report to membership at February meeting.
  - 3. Appoints committees.
  - 4. Ensures that all books, reports and certificates as required by law are properly filed or kept.
  - 5. Act as Chief Executive Officer.
  - 6. Has no vote at Board meetings except in case of tie

- B. First Vice President
  - 1. Presides at meetings during the absence of the President.
  - 2. Assists the President.
  - 3. Fills vacant President position for the remainder of the term.
- C. Second Vice President
  - 1. Assists the President.
  - 2. Fills vacant First Vice President position.
- D. Corresponding Secretary
  - 1. Attends to all correspondence of the Society.
  - 2. Submits to Board any correspondence addressed to it.
  - 3. Maintains copies of all Society correspondence.
- E. Recording Secretary
  - 1. Keeps all minutes and records.
  - 2. Maintains a copy of the bylaws.
- F. Treasurer
  - 1. Maintains the checking account.
  - 2. Pays the Society's obligations.
  - 3. Presents annual report to the editor of "The Voice of the Turtle".
  - 4. Shall present to the Board regular up-to-date financial statements, Form 990 and audit committee reports.
- G. Historian
  - 1. Maintains back issues of Voice of the Turtle and Board minutes.
  - 2. Maintains library materials for check out by members.

## ARTICLE V- BOARD OF DIRECTORS

- A. President serves as Chairman
- B. Consists of seven officers and six Board Members at Large.
- C. Exists to conduct all regular business of the Society and shall have the power to perform any reasonably necessary or lawful acts to further the goals of the Society.
- D. Meets at least quarterly.
- E. Vacancies shall be filled by the President and confirmed by a vote of the Board.
- F. Removal from office
  - 1. Grounds for removal include, but are not limited to the following:
    - a. Acts contrary to the ideals of the Society.
    - b. Blatant impediment of the functioning of the Board including three consecutive unexcused absences, or otherwise not performing assigned duties.
    - c. Unjustified discrediting of The Society or its members to persons outside of The Society.

## ARTICLE VI- MEETINGS

- A. Regular meetings will be held on the second Friday of each month.
- B. The Annual Business Meeting will be held on the second Friday in January.

## ARTICLE VII – COMMITTEES

- A. Committees shall be appointed by the President and ratified by the Board.
- B. The permanent committees shall be:
  - 1. Audits
  - 2. Adoptions
  - 3. Exhibitions/shows
  - 4. Newsletter
  - 5. Refreshment
  - 6. Membership
  - 7. Any other committees deemed necessary by the Board.

## ARTICLE VIII – ELECTION OF OFFICERS

- A. Election of officers shall take place at the February membership meeting of even numbered years by a show of hands of the attending membership.
- B. Nominations shall take place at the January meeting. Written consent is required if a nominee is not present.
- C. Those positions not having more than one nominee shall then be declared as elected by white ballot and shall be installed immediately.
- D. The Executive Board, at its discretion, may submit a slate of officers. Other nominations shall be sought from the floor.
- E. Election results shall be published in THE VOICE OF THE TURTLE in the next regular edition.
- F. Following the election, all vacating officers shall turn over all official books and records to the new officers.
- G. Rules and procedures not otherwise provided for shall be governed by Robert's Rules of Order (revised).

## ARTICLE IX- SALARIES

The Board shall hire and fix the compensation of any and all employees which in their discretion may be necessary to conduct the business of the Society.

## ARTICLE X – AMENDMENTS

- A. Bylaws may be revised or amended at meetings of the Board and ratified by the membership at a general meeting.
- B. The President shall appoint a committee of three to formulate proposed changes.
- C. A 2/3 majority of the voting members is required to pass amendments.

