

# **Southern Nevada Association of Professional Pet Services** **By-Laws**

## **ARTICLE I – NAME AND LOCATION**

Section 1 The name of the organization is the Southern Nevada Association of Professional Pet Services (SNAPPS), a non-profit organization based in Las Vegas, Nevada.

## **ARTICLE II - OBJECTIVES AND PURPOSE**

Section 1 The principal purposes of this organization shall be:

- a) to provide a network for the exchange of information
- b) to provide support and referral within the membership
- c) to educate the public about responsible pet ownership
- d) to provide quality pet related services to the pet owners of Southern Nevada

Section 2 To achieve these purposes the organization will:

- a) conduct continuing education and training sessions for its members
- b) provide referral information to potential clients via the SNAPPS hotline, website and email
- c) conduct meetings and discussion groups and similar programs to help exchange professional information, support and referral

## **ARTICLE III - MEMBERSHIP**

Section 1 There shall be a twelve month annual membership fee of \$50.00 for all members, excluding the President, due within 30 days of their anniversary month of joining SNAPPS, unless excused by the board. If any member is experiencing hardship, that member, after their request and approval from the board, shall make monthly payments to fulfill their debt. All debt shall be paid within five months of their original due date. If the debt obligation has not been met within those five months, the member will forfeit any money(s) paid to date and will be released from membership.

Section 2 Any pet service provider desiring membership shall complete and return an application along with a copy of their license(s) for their servicing area(s) and insurance to the President. Only the person who's name is on the submitted application, license and Insurance will be considered a member.

Section 3 The President shall review each membership application and approve or deny each applicant. If the application becomes questionable, then the President may ask the board to review the application. The application may be rejected if, in the judgment of the board, the admission would be detrimental to the organization.

Section 4 Each member shall abide by the bylaws and rules of the organization.

Section 5 Membership may be terminated at any time by the Board if the member :

- a) has failed to abide by the rules of the group, including but not limited to maintaining business insurance, license(s), etc. A member will be notified twice with a reminder when updates for their license/insurance is needed. If there is no response within 30 days of the first notification, member will be removed or suspended from the group at the discretion of the Board.
- b) fails to pay membership dues
- c) is found guilty by the board for slandering this organization or any of its members
- d) has 3 complaints against their business within a 12 month period(determined by the board)

Section 6 Members who have had their membership terminated will receive written notice by the board. A member may appeal the termination of membership by providing a written notice to the board within 90 days of the termination of membership.

Section 7 Any member may resign from the organization by giving a written letter of resignation to the board. Resignation shall not relieve the members of the obligation for unpaid dues or other charges accrued and unpaid.

Section 8 Once a membership has been revoked, the former member may not apply for membership again for one year from that date. If member receives a second revocation no future applications for membership will be accepted.

## **Article IV - Dues**

Section 1 The annual twelve month membership will begin on the day the application is approved and the dues are rendered.

Section 2 If dues become 30 days or more overdue the membership will be terminated and the member will forfeit all rights and privileges of membership.

Section 3 No dues shall be refunded to any member whose membership has been terminated by the board or cancelled by the member.

Section 4 Membership fees will go to offset expenses for rental of meeting room, renting of audio visual equipment if needed, name tags, mailers to members, mailer to prospective members, web site, phone service, copying of meeting handouts, membership certificates, new member packets, member binders, membership rosters, yellow page advertising, print advertising, possible additional advertising venues at cat shows, dog shows, animal charitable events etc.

Section 5 With the above being said, any other monetary agreement made by a member, i.e. event booths, or any other joint venture made within the group, each member shall sign a commitment contract binding the member to the agreed upon fees regardless of the outcome.

## **Article V - Meetings**

Section 1 Meeting of this organization shall be held once a month; date and time will be determined by the board and will change as seen necessary. Special meetings, holidays and/or other situations designated by the board will also be in effect.

Section 2 Special meetings of the organization may be called by the board at any time.

Section 3 Board meetings will be held on an as needed basis, but no less than once a quarter.

## **Article VI - Directors**

Section 1 The elected officers for this organization shall be as follows: one President, one Vice President, one Secretary, one Education Director, one Membership Director and two Board Members at Large. The previous year's President shall serve on the board in any other position as seen fit.

Section 2 Any member who has been in good standing and a member of the group for no less than 1 consecutive year is eligible for nomination and election as President or Vice President.

Section 3 Any member in good standing shall be eligible for nomination and election to the board as a Director at Large, Membership Director, Treasurer, Secretary or Education Director.

Section 4 Officers shall be elected annually. Announcement for nominations will take place at the November meeting of each year. Taking of nominees will be open until the first week of December. The nominations will then be closed and a ballot will be emailed to each SNAPPS member. Each member will have until one week prior to the January meeting to send in their ballot; at that time, the newly elected will be notified. If a member's ballot is not sent in by the deadline, the member forfeits their vote.

Section 5 Vacancies in any elected office may be filled for the remainder of the term by two-thirds vote of the board members.

Section 6 The board of directors by two-thirds vote may remove a director from office for any reason seen fit by the board.

Section 7 The term of office for each director shall be one year. There is no limit as to how many consecutive years a director may hold office.

## **Article VII – Duties of Directors**

Section 1 The President shall:

- a) be the chief officer and serve as the chairman of the board of directors
- b) preside over organization meetings and board meetings
- c) delegate responsibility as required
- d) perform other duties as are necessary
- e) Fill another open seat on the board as needed immediately following the expiration of their current term
- f) Keep track of all of the organizations income and expenses
- g) Pay any bills due by the organization
- h) Provide a quarterly financial statement to the board as well as the general members
- i) Delegate who shall answer the SNAPPS phone line and/or SNAPPS email

Section 2 The Vice President shall:

- a) be next in rank to the President and will perform the duties of the President in the absence of the same or upon early resignation of the president.
- b) distribute cards and brochures to veterinary hospitals, pet stores, etc.
- c) keep the organizations name positive and recognized in the community
- d) assist with the organization of events attended by the organization
- e) assist other board members with any tasks on an as needed basis

Section 3 The Secretary shall:

- a) send emails to the membership regarding meetings and upcoming events
- b) take minutes at both board and general meetings
- c) submit meeting minutes to the President within 7 days for approval
- d) keep records of member attendance and meeting minutes
- e) assist other board members with any task on an as need basis

Section 4 The Membership Director Shall:

- a) keep all member's necessary paperwork associated with being a member
- b) notify all members when proof of license and/or insurance renewal is needed
- c) notify members when their annual dues are up for renewal
- d) make all new members welcome packets
- e) assist other board members with any task on an as need basis

- f) check with the Better Business Bureau to make sure all members are in good standing

Section 5 The Education Director shall:

- a) provide the membership with up-to-date educational material
- b) keep the membership informed of upcoming seminars or education related events
- c) assist in organizing seminars and educational classes for the membership
- d) assist other board members with any task on an as need basis

Section 6 The Directors at Large (2) shall:

- a) complete tasks as needed and requested by the board
- b) research and help provide the organization with any upcoming animal related events taking place in our community
- c) represent any non board members who have questions and/or concerns that they would like brought to a board meeting for discussion
- d) assist other board members with any task on an as need basis

## **Article VIII – Membership Pledge**

Section 1 Members of the Association hereby pledge:

- A) To operate our businesses with integrity, professionalism and within the laws of our County and State
- B) To make sure you, the pet sitter/business owner is properly licensed for the jurisdiction in which you want to conduct business in
- C) To enhance the reputation of our association and its members within the community
- D) To provide their clients with written contracts for service, proof of business license and general liability insurance
- E) To respect fellow professional pet service and product providers inside and outside the Association
- F) To treat fellow pet service and product providers within our Association with professionalism, honesty and integrity
- G) To refrain from saying, writing or posting anything that would defame, libel, slander or embarrass the Association and/or its members

## **Article IX - INDEMNIFICATION**

Section 1 Members agree to hold Officers, Directors and non members harmless for any liabilities to their business that arises out of their membership in the Association.

Section 2 Member agrees to hold Officers and Directors harmless for any omissions or spelling errors of their business and will bring the errors to the attention of an Officer or Director for correction.

Section 3 Member agrees to hold Officers and Directors harmless for conditions outside of their control such as phone service, internet email group service, web site service and hosting etc. with regards to their membership.

Section 4 By accepting membership to SNAPPS, you agree to be bound by the terms and conditions of the SNAPPS By-Laws. **By renewing your membership each year, you are agreeing to abide by the revised By-Laws that are in effect at that time.**

