

**NEW ENGLAND ANIMAL CONTROL/HUMANE ACADEMY  
CONSTITUTION & BYLAWS**

**ARTICLE I - Name and Address**

1. The name of this association (herein referred to as the Academy) shall be the "New England Animal Control/Humane Academy".
2. The address of the Academy shall be New England Animal Control/Humane Academy, Barton/Cole Hall, 291 Mast Rd., Durham, NH 03824-3562.

**ARTICLE II - Purposes**

1. The unification of efforts by Animal Control Officers, Humane Officers, and Humane Shelter Personnel in the New England states to upgrade and professionalize the positions of Animal Control Officer, Humane Officer, Humane Shelter Personnel, and any other related positions.
2. The education of Animal Control Officers, Humane Officers and Humane Shelter Personnel in areas directly and/or indirectly related to their positions and responsibilities.
3. The education of the general public or other non-animal professional fields in animal control/humane related areas, to be offered by opening the annual Academy to the public when the Board of Directors recognizes the need related to the topics offered.
4. Provided, however, that the Academy shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III - Officers and Directors**

1. The officers of this Academy shall consist of an Academy Director, Assistant Director, Secretary and Treasurer and Assistant Treasurer. These officers shall be elected by the Directors from the Board of Directors elected at the Annual Meeting, and shall serve for a term of one year. The Academy Director may serve no more than 3 consecutive terms. All officers must be members of the Board of Directors except for the Assistant Treasurer.
  - a. Academy Director - shall preside at all meetings of Academy and the Board of Directors, and shall have the powers normally appurtenant to the office of President, in addition to those particularly specified in these by-laws.

b. Assistant Director - shall carry out responsibilities as delegated by the Academy Director. In the event of the Academy Director's death, absence, incapacity, resignation, or removal, the Assistant Director shall carry out responsibilities as delegated to the Academy Director.

c. Treasurer - shall collect and receive all monies due or belonging to the Academy, and shall deposit same in a bank satisfactory to the Board of Directors, in the name of the Academy. The treasurer's books shall at all times be open to inspection by the Board of Directors, and the Treasurer shall report to them at every meeting the condition of the Academy's finances and every item of receipt and/or payment not before reported; and at the annual meeting the Treasurer shall render an account of all monies received, expended, and dispersed during the previous fiscal year. The Treasurer shall pay bills upon receipt of written statement, and all such transactions shall be confirmed at the next Board of Directors meeting. The Treasurer shall be bonded in such amount as the Board of Directors determine - minimum being \$10,000.

d. Assistant Treasurer – shall assist the treasurer with all duties and serve as treasurer in his/her absence.

e. Secretary - shall keep records of all meetings of the Academy and of the Board of Directors, have charge of the correspondence, notify members of the Board of Directors of meetings, keep a roll of the members of the Board of Directors with their address, business phone number, and home phone number, and carry out such duties as are prescribed in these by-laws.

2. The Board of Directors of the Academy shall consist of: 2 representatives from each New England state with preference to one from the Animal Control field and one from the Humane field; the President or representative of the New England Federation of Humane Societies; a representative of the National Animal Control Association if it and circumstances permit; representative of the hosting institution, and the immediate past Director if not currently serving an elected term. Officers will be elected from the Board of Directors by the Board of Directors. State Directors shall serve for a term of two years with terms expiring in alternate years; the representatives of the New England Federation of Humane Societies and the hosting institution shall serve for a term of one year. General management of the Academy's affairs shall be entrusted to the Board of Directors.

a. Each state may elect an alternate representative that would be given the right of a proxy vote in the absence of the regular representative as described in Article III, Section 2 above.

b. Alternates in order to exercise proxy vote are required to attend 50% of all Board meetings held that fiscal year.

3. Any vacancy occurring on the Board of Directors during the year shall be filled for the unexpired term of office by the alternate from the vacated state position or, in the case of a

state with no alternate or of an organizational position, by a majority vote of the existing members of the Board of Directors at any regular or special meeting called thereafter.

4. Membership on the Board of Directors may be terminated

a. By resignation: Any Director in good standing may resign from the Academy upon written notice to the Secretary; or

b. By lapsing: A Directorship or alternate position will be considered lapsed and automatically terminated if a Director does not attend two consecutive meetings without notification.

c. Any Director whose conduct shall bring discredit to the Academy may have his/her membership terminated by a majority vote of the Board of Directors.

d. If a member of the Board is terminated by 4.b. or 4.c., the member is no longer eligible to serve on the board.

ARTICLE IV - Committees

1. The Academy Director may appoint special committees at any time. Such committees shall report to and be subject to the final authority of the Board of Directors.

ARTICLE V - Meetings

1. The Academy's fiscal year shall begin on the first day of August and end on the thirty-first day of July. The Academy's official year shall begin immediately at the conclusion of elections at the annual meeting.

2. The annual meeting of the Academy shall be held during the actually scheduled Academy classes. At that time, the state representatives of the Board of Directors shall be elected by those persons from the individual states who have attended and completed the Academy classes for that year. Any unresolved dispute within a state caucus regarding the election of a state representative will be resolved by a majority vote of the NEACHA Board not including the representatives of the state in dispute.

3. Called or special meetings of this Academy may be held at such place and time as designated by the Academy Director or five members of the Board of Directors.

4. Notice of all meetings shall be issued in writing ten days in advance by the Secretary.

5. The Board of Directors shall meet not less than twice a year, with one meeting in the Fall and one in the Spring. Any other meeting may be held upon the call of the Academy Director or 5 members of the Board of Directors at such time and place as the Board of Directors shall designate. In case of an emergency preventing a scheduled meeting, an electronic meeting will be considered a valid meeting if it is initiated by 5 members of the

Board.

6. One-third of the Board of Directors' members shall constitute a quorum.

#### Article VI Responsibilities of Persons Attending the Academy.

1. A person attending the Academy must be present at all learning sessions to obtain a certificate of Attendance unless an absence is approved by a majority of the Board.

2. A person attending the Academy may be representing an organization, municipality, or a profession and is expected as a member of the Academy to conduct himself/herself at all times in a professional manner. This includes time spent in class and time spent outside of class during the dates that the Academy is in session.

a. If an attendee behaves unprofessionally in any manner, the Board reserves the right to dismiss that individual from the Academy.

b. A hearing will be held by the Board to discuss the dismissal. Prior to the dismissal hearing, the attendee will have a chance to address the board. A majority vote of the board is required to dismiss an attendee.

c. Examples of misconduct include but are not limited to:

1. Improper conduct toward any employee, student, or guest of the host organization.

2. Showing disrespect to a speaker by talking during classes, harassing or baiting the speaker, leaving the class for unnecessary reasons, or otherwise disrupting the class.

3. Verbal or physical harassment of another attendee.

4. Stealing or abusing host organization property or the property of another.

d. In the event of a dismissal from the Academy, the Board will send a letter of explanation to the employer of the offending individual. A record shall be kept on file by the Board. No monetary refund will be provided for a dismissed individual.

3. The Board reserves the right by majority vote to refuse the Registration of a possible attendee if the individual has been disciplined by the Board in the past or it is brought to the attention of the Board that the individual has been convicted of a felony or an animal cruelty crime.

a. The registrant will be notified by registered mail of such decision before the Academy begins.

- b. The registrant may appeal the decision of the Board by sending a letter of explanation and two letters of reference attesting to the registrant's good conduct or rehabilitation. The Board may then consider the appeal and review its decision.

#### ARTICLE VII - Amendments

1. Amendments to the by-laws may be proposed by the Board of Directors.
2. The favorable vote of two thirds (2/3) of the Board of Directors shall be required to affect any such amendment. A written proxy is a valid vote.

#### ARTICLE VIII - Governing Rules

1. The order of business of any meeting of the Academy shall be according to Robert's Rules of Order.
2. Questions of parliamentary procedure shall be governed in order by state statutes, the articles of incorporation, these by-laws, and Robert's Rules of Order.

#### ARTICLE IX - Dissolution

1. The Academy may be dissolved only by written consent of not less than 2/3 of the entire Board of Directors at a meeting convened for that purpose.
2. Upon dissolution, all remaining assets shall be distributed to the Applied Animal Science Department, Thompson School of Applied Science, University of New Hampshire as required under 501(c)(3) of the Internal Revenue Code.

As voted by the Board December 5, 1995

Amended July 22, 2002

Amended November 30, 2006