

**Article I: Name**

The name of this organization shall be Lancaster Herpetological Society (LHS)

**Article II: Purpose**

The purpose of this organization shall be:

1. To promote humane captive care of legal reptiles and amphibians (Husbandry)
2. To educate the general public and membership about reptiles and amphibians (Education)
3. To promote a sense of community among herpetoculturists and the general public by performing community outreach and fostering and rescue of reptiles and amphibians (Community)
4. To encourage the conservation of native reptiles and amphibians and the appropriate habitat (Conservation)

**Article III: Membership**

1. Membership shall be open to any person 16 years of age or older
2. Membership and business membership dues are to be collected annually and set at the discretion of the Board and are nonrefundable.
3. Members have the right to vote for Board Members and the President and any other matters that the Board presents to the General Membership for a vote. Votes, whether by general membership or Board Members, can only be conducted in person. Absentee ballots and votes are not permitted.

**Article IV: President, Officers, Board and Elections**

1. **Board Membership:** Up to seven (7) board members will be elected annually by the general membership in December and serve from January to December of the following year. Board members must be at least 18 years of age and a member in good standing for at least 6 months prior to elections. Board members will meet at least quarterly to discuss and vote on club issues. At least four (4) Board Members and the President (or the President's appointed representative) must be in attendance to constitute a Board Meeting.
2. **President:** The President will be elected annually in December by the general membership and will serve from January to December of the following year. The President will be considered an additional member of the Board and is an Officer. On any tie vote by the Board, however the president votes will be the determining factor. The President's responsibilities will include:
  - a. Leading monthly meetings and Board meetings. The President may appoint another Board Member to lead these activities as necessary.
  - b. Scheduling speakers and/or activities for monthly meetings. The President may solicit help from the membership in arranging the meetings, but the President will make the final determination and is ultimately responsible for the meeting calendar. The President will schedule the first three months (January, February,

- and March) of the following year before leaving office.
  - c. Working and coordinating with all Officers about their particular concerns.
  - d. Having access to any and all LHS bank accounts and will work with the Treasurer as necessary.
  - e. Having access, passwords, and authorizations to all LHS electronic accounts.
3. **Vice President:** The Vice President will be appointed by a majority vote of the Board in January (or as necessary). The Vice President is an Officer and must be elected from Board Membership. The Vice President's responsibilities will include:
- a. Acting as the President in case of unforeseen emergencies or vacancy.
  - b. Assisting the President in the duty of President.
  - c. Having access to any LHS bank accounts and will work with the Treasurer as necessary.
  - d. Assuming the duties of any Officer in the case of vacancies until the Board has time to appoint a new Officer.
  - e. Having access, passwords, and authorizations to all LHS electronic accounts.
4. **Treasurer:** The treasurer will be appointed by a majority vote of the Board in January (or as necessary). The Treasurer is an Officer and must be elected from Board Membership. The Treasurer's responsibilities will include:
- a. Maintaining checking and/or savings accounts for all LHS funds. The Treasurer will ensure that the President and the Vice President will have access to those accounts. The Treasurer will also assist incoming Treasurers, Presidents, and Vice Presidents with access while terminating the access of former Treasurers, Presidents, and Vice Presidents.
  - b. Maintaining membership dues and records.
  - c. Providing a collection box at monthly meetings and other LHS events, and ensuring those funds are deposited.
  - d. Reporting the financial health of LHS at all Board Meetings.
  - e. Issuing monies as necessary when authorized by the Board and/or the President.
5. **Secretary:** The Secretary will be appointed by a majority vote of the Board in January (or as necessary). The Secretary is an Officer and must be elected from Board Membership. The Secretary's responsibilities will include:
- a. Taking notes of monthly meetings and Board meetings. The Secretary may appoint someone to fulfill this duty as necessary. Notes may be brief and do not have to constitute traditional style minutes. The Secretary will forward meeting notes to the Media Director and the Newsletter Editor every month. The Secretary will forward Board meeting notes to all Board Members.
  - b. Maintaining a Membership and Guest roster. The Secretary will communicate Membership and Guest's emails to the Media Director.
6. **Media Director:** The Media Director will be appointed by a majority vote of the Board in January (or as necessary). The Media Director is an Officer and must be elected from Board Membership. The Media Director's responsibilities will include:
- a. Maintaining and updating all LHS electronic accounts.

- b. Ensuring that the President and Vice President have access, passwords, and authorizations of all LHS electronic accounts. The Media Director may also entrust other Board Members with this information at their discretion.
- c. Ensuring the transfer of all LHS electronic accounts access, passwords, and authorizations to future Media Directors, Presidents, and Vice Presidents, and terminating LHS electronic accounts access, passwords, and authorizations to former Media Directors, Presidents, and Vice Presidents.
- d. Contacting other media (print, broadcast, or electronic) as necessary to communicate LHS activities.
- e. Notifying Membership and Guests about upcoming LHS events or change of plans through electronic or social media.
- f. Organizing and editing a quarterly newsletter. The newsletter editions shall be: Winter (January release); Spring (April release); Summer (July release); and Fall (October release).
- g. At the discretion of the Media Director, other LHS members may be delegated tasks to assist in the overall responsibilities of the office.

#### **Article V: Meetings**

1. **Monthly Meetings:** General meetings will be held on the third (3<sup>rd</sup>) Friday of every month unless otherwise specified. Meetings will begin at 7pm and will not go past 10pm unless otherwise specified. All monthly meetings are opened to the general public free of charge and do not require membership, though membership is encouraged. All persons under the age of sixteen (16) must be accompanied by a responsible adult. All attending must have reliable transportation to and from the monthly meeting. LHS and the Host Facility will assume no responsibility or liability for persons or property in attendance at monthly meetings. The President and the Board Members reserve the right to ask anyone, member or otherwise, to leave any LHS event without warning or reason.
2. **Other Meetings, Functions, Events, and Field Trips:** These may be restricted to Board Members, general Membership, or open to the public depending upon the circumstances. All rules stated about monthly meetings apply here.

#### **Article VI: Vacancies and Termination**

1. **Vacancies:** May be created by resignation, termination, lengthy illness, or death.
  - a. **Presidency:** The Vice President will immediately assume the position of President in the case of vacancy and finish the term of the President.
  - b. **Officers:** All due haste will be exercised to replace vacancies of Officers from within the Board. The President and Vice President will aid the new Officer in the transition.
  - c. **Board:** The Board may or may not replace vacancies to the Board as they see fit.

2. **Termination:** The President and the Board may, by unanimous decision, terminate a Board membership of a Board member, a general membership of any person, or the Guest privileges of visitors. If necessary to communicate this decision verbally, all due haste will be used to provide a written copy of termination. No reason needs to be given nor does the decision need to be justified.
  - a. Terminated members are not allowed to attend any LHS event and will be considered *persona non grata* and trespassing. Terminated members have the right to appeal the decision at the next Board Meeting.
  - b. Terminated guests are not allowed to attend any LHS event and will be considered *persona non grata* and trespassing. Terminated guests do *not* have the right to appeal the decision at the next Board Meeting.
  - c. Board Members may not vote on the matter of their own individual termination whether for a position on the Board or for general membership. Board Members who have had their Board membership terminated are not allowed to function as a Board Member nor occupy any Offices they may hold. Board Members who have had their general membership terminated cannot attend any LHS event and will be considered *persona non grata* and trespassing. Terminated Board Members, whether for general or Board membership, have the right to appeal the decision at the next Board Meeting.

#### **Article VII: Amendments and Ratification**

The President and Board may amend any or all of the Bylaws at any time by unanimous vote. The Bylaws will be reviewed, amended as needed, and ratified each January.