

WASHINGTON STATE BAR ASSOCIATION

ANIMAL LAW SECTION

Bylaws

Third amended bylaws as approved
by the Washington State Bar Association Board of Governors on July 27, 2017.

ARTICLE I – IDENTIFICATION

- 1.1.1 *Creation.* The Animal Law Section (the "Section") was established pursuant to the Bylaws of the Washington State Bar Association (the "Bar").
- 1.2 *Purpose.* The purpose of the Section shall be to seek the participation of all interested members of the Bar and other interested non-Bar members.
- 1.2.1 By providing a forum for members to exchange ideas, study, and understand laws, regulations, and case law pertaining to all areas of Animal Law.
- 1.2.2 By providing full-day, half-day and mini CLEs for the benefit of section members, other interested members of the Bar and other interested non-Bar members; by sending representatives from the Section to speak at and participate in the annual Animal Law Summit; and by holding regular meetings to conduct the business of the Section.
- 1.2.3 By publishing and furnishing to members of the section written materials and documents subject to approval by the Bar and/or the Continuing Legal Education Committee of the Bar to further the objectives of the Section.
- 1.2.4 By providing an animal law list serve to members.
- 1.2.5 By publishing informational pamphlets to the public on legal issues pertaining to animals.
- 1.2.6 By undertaking such other service consistent with these and the Bar's Bylaws, and applicable rules and policies, as may be of benefit to the members, the legal profession, and the public.
- 1.2.7 By acting as a liaison between the Bar, its Board of Governors, Animal Law Sections of other States, counties, and cities.
- 1.3 *Limitations.* These bylaws have been adopted subject to the applicable Washington Statutes and the Bar's Bylaws.
- 1.4 *Principal Office.* The principal office of the Section shall be maintained in the offices of the Bar.
- 1.5 *Fiscal Year.* The fiscal year of the Section shall coincide with that of the Bar.

ARTICLE II – MEMBERSHIP

2.1 Enrollment.

2.1.1 *Voting Members.* Any Active member in good standing of the Bar may be enrolled as a member of the Section upon request and payment of annual Section dues in the amount determined by the executive committee and approved by the Board of Governors of the Bar.

2.1.2 *Subscribers (or non-voting members).* As authorized by the executive committee of this Section, regardless of residence or place of business, lawyers or other legal professionals licensed in other jurisdictions, law students, paralegals, legal assistants, legal secretaries, law clerks, mediators, court clerks, assistant court clerks, court staff, court reporters, animal control agencies, humane societies, animal overpopulation organizations (e.g., fostering, sterilization, adoption, and rescue), animal service professionals or animal service associations (e.g., breeders, groomers, handlers, walkers, sitters, agisters, bathers, kennels, police/guide/obedience trainers, animal fertility or cloning facilities), veterinarians, veterinary technicians, veterinary practice management consultants and advisors, health care professionals and health care professional organizations, law schools, bar associations (or their agencies), and other individuals or associations permitted to join at the discretion of the executive committee, may become non-voting, subscribers of the Section and serve as non-voting members of Section committees and sub-committees.

2.1.2.1 Subscribers may not nominate candidates for, or serve on, the executive committee.

2.2 *The Membership.* Members enrolled as provided in Section 2.1.1 or 2.1.2 shall constitute the membership of the Section.

2.3 *Dues.* Dues in the amount approved by the Board of Governors of the Bar shall be paid annually in advance. Any person who shall have failed to pay the annual dues shall cease to be a member of the Section. Changes in dues shall be effective for the fiscal year then immediately following such determination.

2.3.1 The annual Section dues shall be applied to activities of the Section according to the bylaws of the Section, as authorized by the executive committee and in compliance with the Bar's fiscal policies and procedures.

ARTICLE III – MEETINGS OF THE MEMBERSHIP

3.1 *Annual Meeting.* The annual meeting of the Section shall be scheduled at a location determined each year by the executive committee in connection with an Animal Law CLE program, unless the executive committee otherwise designates. Notice of the annual meeting shall be published on the Section's webpage of the Bar's website and the Section's list serve. In addition, notice may be mailed to all members of the Section. Notice shall be made at least one (1) week prior to the meeting. Notice of the annual meeting or any other meeting described in these bylaws by publication on the Section webpage shall constitute public notice.

3.2 *Quorum.* The members of the Section present at any regularly scheduled or specially called meeting shall constitute a quorum for the transaction of business. A majority vote of the

members present in person at any annual or special meeting of the Section shall be required to approve any business brought before such meeting.

- 3.3 *Special Meetings.* The executive committee may call special meetings of the membership of the Section at such time and place as it may determine upon at least one (1) week prior written notice to the members by the Chair or Chair-elect. The notice shall state the business to be transacted at the special meeting.

ARTICLE IV – EXECUTIVE COMMITTEE

- 4.1 *Powers and Duties.* The executive committee shall be vested with the powers and duties necessary for the administration of the affairs of the Section including, without limitation, the power and duty to act on behalf of the Section in connection with the activities listed in the jurisdiction and purpose, and perform duties assigned to it by the Board of Governors. The executive committee shall have the authority to approve the adoption of the budget in consultation with the Bar and approval of expenditures consistent with the budget. The executive committee shall have the authority to establish and discontinue committees and subcommittees of the Section, and shall have the authority to amend these bylaws, as provided below.
- 4.2 *Composition.* The executive committee shall comprise the following persons, each of whom shall serve for the terms specified below:
- 4.2.1 The Chair (two years)
 - 4.2.2 The Chair-elect (two years)
 - 4.2.3 The Secretary (two years)
 - 4.2.4 The Treasurer (two years)
 - 4.2.5 The Immediate Past Chair (two years)
 - 4.2.6 Four At-Large members (one year)
- 4.3 *Meetings.* The annual meeting of the executive committee shall be held in conjunction with the annual meeting of the Section. Special meetings may be held at such time and place as may be designated by the Chair or a majority of the executive committee. Section members shall be entitled to attend executive committee meetings and shall, upon request, receive notices of such meetings. The executive committee shall conduct a minimum of four meetings annually, at least one of which will be in person. All other meetings may be held by electronic means.
- 4.4 *Quorum and voting.* A majority of the executive committee present in person, by telephone, or by videoconferencing shall constitute a quorum. Action of the executive committee shall be determined by a majority vote of the executive committee members present, once a quorum is established.
- 4.5 *Committees.* The executive committee shall determine the number and type of Section committees and sub-committees and shall appoint Chairs for all committees and sub-committees.
- 4.6 *Consecutive Terms.* Executive committee members are not subject to a limit on the number of consecutive terms they may serve in the same position.

ARTICLE V – OFFICERS

- 5.1 *Officers.* The officers of the Section shall be the Chair, the Chair-elect, the Secretary and the Treasurer.
- 5.2 *Chair.* The Chair, or the Chair's designee, shall preside at all meetings of the Section and of the executive committee. The Chair shall file an annual report with the Board of Governors concerning the work of the Section for the then past year, and shall perform such other duties as usually pertain to this office or as may be delegated by the executive committee.
- 5.3 *Chair-elect.*
- 5.3.1 Upon the death, resignation, refusal to act, or during the disability of the Chair, the Chair-elect shall perform the duties of the Chair for the remainder of the Chair's term, except in case of the Chair's disability and then only during so much of the term as the disability continues.
- 5.3.2 The Chair-elect shall automatically succeed to the office of the Chair. In the event the office of the Chair-elect shall be vacant, then a Chair shall be elected in the same manner as set forth in Section 6.1 below.
- 5.4 *Secretary.* The Secretary will take minutes at each meeting of the Section and executive committee, and provide approved minutes to the Bar for publication and record retention.
- 5.5 *Treasurer.* The Treasurer shall be responsible for financial oversight for the Section, communication with the Bar and other organizations on financial matters, and understanding the Bar's financial and accounting policies and procedures. The Treasurer will work with the Bar to ensure that the Section complies with the Bar's fiscal policies and procedures, work with the Bar to prepare the Section's annual budget, and review the Section's monthly financial statements for accuracy and comparison to budget. In conjunction with the Chair and as authorized by the executive committee, the Treasurer shall attend generally to the business of the Section.
- 5.6 *Removal.* The executive committee may remove any committee member, subcommittee member, or Chair of any committee, by a majority vote of all members of the executive committee whenever in its judgment the best interests of the Section would be served thereby. The executive committee may remove any member of the executive committee by two-thirds majority vote of all members of the executive committee.

ARTICLE VI – ELECTIONS

- 6.1 *Elective Offices.*
- 6.1.1 *Officers and At-Large Positions.* Voting members shall elect a Chair-elect, Secretary and Treasurer every other year, each to serve a two-year term. Voting members shall elect four (4) At-Large executive committee members annually, each to serve a one-year term. The Chair-elect from the prior two-year term will automatically succeed to the position of Chair without standing for election. The Immediate Past Chair shall serve a two-year term following his/her term as Chair.
- 6.2 The Chair shall solicit nominations from the Section membership and appoint a nominating committee of not less than three members of the Section. An effort should be made to include at least one person who is not a member of the current executive committee on the

nominating committee. The nominating committee shall verify qualifications and willingness to serve of nominees and make additional nominations when appropriate. All applicants will apply through an electronic application process administered by the Bar. In selecting its nominees, it shall be the responsibility of the nominating committee to bear in mind the need for broad representation on the executive committee, based on geography, diversity of practice, special expertise, and other factors of diversity.

- 6.2.1 *Self-Nomination.* A Section member may self-nominate.
- 6.2.2 *Concurrent Nomination.* Section members may run concurrently for either Chair-elect or Secretary/Treasurer and an At-Large position. Thus, in the event a nominee loses an officer race, she may still win an At-Large position.
- 6.3 *Voting.* The executive committee will approve a list of nominees for each open position. Nominations and elections for open executive committee positions will be held between March and May each year. The Bar will administer the elections by electronic means and certify the results, unless the Section develops its own equivalent electronic election process.
- 6.4 *Term of Office.* All executive committee positions will begin on October 1 each year, unless the position is filled through an interim appointment as described below.
- 6.5 *Interim Appointments.* In the event of a vacancy during the interim between annual meetings, the executive committee shall appoint, by a majority vote, a successor. When a member is appointed to fill a vacancy in an unexpired term, the member will do so until the next annual election when an individual will be elected to serve the remainder of the vacated term.
- 6.6 *Tie Elections.* In the event of a tie in an election, the winner will be chosen by the Chair, using a random method which shall not exhibit favoritism toward any candidate, under the supervision of the executive committee.

ARTICLE VII – AMENDMENTS

- 7.1 These bylaws may be amended by the following means:
 - 7.1.2 At any annual meeting of the Section by a majority vote of the voting members of the Section present.
 - 7.1.3 At any regular or special meeting (as described in section 4.4 of these bylaws) of the executive committee of the Section called for the purpose of amending the bylaws upon at least one (1) weeks' written notice to the members thereof and public notice (as described in section 3.1 of these bylaws), by a majority vote of all members of the executive committee once a quorum is established.
- 7.2 No amendment of these bylaws will take effect until approved by the Board of Governors of the Bar.

First adopted on April 6, 2002; first amended as approved by the WSBA Board of Governors on July 30, 2004; next amended as approved by the WSBA Board of Governors on January 17, 2008; and last amended as approved by the WSBA Board of Governors on July 27, 2017.