

# **Southern Nevada Association of Professional Pet Service's** **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 \$ 125.00 for all members

Section 2 Any pet service provider desiring membership will be required to attend a meeting before membership consideration. After a meeting has been attended, the applicant shall complete and return an application along with a copy of their license(s) for their servicing area(s) along with proof of insurance to the Committee. Only the person whose name is on the submitted application, license and insurance will be considered a member.

Section 3 The Committee shall review each membership application and approve or deny each applicant. The application may be rejected if, in the judgment of the Committee, 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 Committee 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 Committee.
- b) fails to pay membership dues
- c) is found guilty by the Committee for slandering this organization or any of its members

has 3 complaints against their business within a twelve-month period (determined by the Committee)

Section 7 Members who have had their membership terminated will receive written notice by the Committee. A member may appeal the termination of membership by providing a written notice to the Committee within 90 days of the termination of membership.

Section 8 Any member may resign from the organization by giving a written letter of resignation to the Committee. Resignation shall not relieve the members of the obligation for unpaid dues or other charges accrued and unpaid.

Section 9 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 month 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 Committee or cancelled by the member.

Section 4 If a member of the group sells their business to another party, the time remaining for their membership will be forfeited by the current owner. The business will be considered a new and will be recognized as such. The new owner(s) will be obligated to fill out a new membership application showing all current information and will need to show proof of licensing and insurance. Once all obligations are fulfilled, only then, will the applicant be considered for membership. Upon approved, the member will then pay their dues (determined by the bylaws). Once dues are paid, the membership will be in affect from that month paid to the following year.

Section 5 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, all other advertising approved by the members, etc.

Section 6 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 quarterly; date and time will be determined by the Committee and may change as seen necessary. Special meetings, holidays and/or other situations designated by the Committee will also be in effect.

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

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

## **Article VI – Committee Members**

Section 1 Any member who has been in good standing and a member of the group for no less than one consecutive year is eligible for nomination and election to become a member of the Committee.

Section 2 The Committee Members 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 3 Vacancies in any elected Committee position may be filled for the remainder of the term by two-thirds vote by the Committee Members.

Section 4 If a Committee Member chooses to step down from their position, all members will be notified and at that time there will be nominations taken to fill the vacant position. All members will have until the week prior to the next general members meeting to nominate any member qualified for the vacant position. If more than one member is nominated, a vote will take place and the majority of votes cast will determine the newly elected. The new Committee Member will then take their new Committee position at the next scheduled meeting.

Section 5 The Committee Members by two-thirds vote may remove a Committee Member from office for any reason seen fit by the board.

Section 6 The term of office for each Committee Member shall be one year. There is no limit as to how many consecutive years a Committee Member may hold office.

## **Article VII – Duties of the Committee Members**

Section 1 Committee Members shall:

- a) Preside over organization meetings
- b) delegate responsibility as required
- c) perform other duties as are necessary
- d) Keep track of all of the organizations income and expenses
- e) Pay any bills due by the organization
- f) Provide a quarterly financial statement to all SNAPPS members
- g) Delegate who shall answer the SNAPPS phone line and/or SNAPPS email
- h) Assist with the organization of events attended by the organization
- i) Send emails to the members regarding meetings and upcoming events

- j) Take minutes at both Committee and general meeting
- k) keep all member's necessary paperwork associated with being a member
- l) notify all members when proof of license and/or insurance renewal is needed
- m) notify members when their annual dues are up for renewal
- n) make all new members welcome packets
- o) assist other board members with any task on an as need basis
- p) provide the membership with up-to-date educational material
- q) keep the membership informed of upcoming seminars or education related events
- r) assist in organizing seminars and educational classes for the membership
- s) research and help provide the organization with any upcoming animal related events taking place in our community

## **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 Committee Members 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 Committee Members harmless for any omissions or spelling errors of their business and will bring the errors to the attention of a Committee Member for correction.

Section 3 Member agrees to hold Committee Members and non-members 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.

