

**BY- LAWS
OF THE
ERWIN, UNICOI, AND UNICOI COUNTY
ANIMAL WELFARE BOARD**

September 2013

MISSION STATEMENT

The Mission of The Erwin, Unicoi, and Unicoi County Animal Welfare Board (**The Board**) is to protect the public's health and safety from sick, injured and vicious animals and to protect the welfare of stray, abused, and unwanted animals in the Towns of Erwin and Unicoi and in the County of Unicoi ✱

1. By overseeing the effective and cost efficient operation of the Unicoi Animal Shelter to provide safe and humane shelter, to facilitate the placement of the unwanted animals in suitable homes, and to dispose of unwanted animals;
2. By securing the necessary funds from the local governments and from the public for shelter operations and services;
3. By encouraging the spaying and neutering of dogs and cats to reduce the number of unwanted animals in the County;
4. By promoting educational programs for responsible animal care and ownership;
5. By supporting local, state and federal animal welfare regulations.

**ARTICLE I
OBJECTIVES**

1. To enforce ordinances and regulations for animal control;
2. Establish policies and procedures for, and administer, the Unicoi Animal Shelter;
3. Establish schedules for fees for reclaiming and adopting;
4. Approve a recommended budget for the Unicoi Animal Shelter and designate a representative to report on Shelter operations, at least annually, and submit said budget to the Town of Erwin, the Town of Unicoi, and the County, pursuant to each governmental entity's budgetary procedures;
5. Take any action necessary to engage in the euthanasia of animals in accordance to Tennessee Code Annod. including any required certificates or licenses;
6. Take all actions necessary to have any animals tested for rabies and other diseases;
7. Own real estate to operate a facility devoted to the housing, adoption, and disposal of stray dogs, cats, and other animals;
8. Enter into contracts and agreements relating to building maintenance or repairs to the Unicoi Animal Shelter;
9. Take all actions required by law, regulation, or ordinance necessary for the ownership of and operation of a facility devoted to the housing, adoption, and disposal of stray dogs, cats, and other animals;
10. Seek, apply for, and accept donations, grants, bequests, and payments from persons, businesses, foundations, and entities other than the Town of Erwin, the Town of Unicoi and the County government.

ARTICLE II APPOINTMENT OF MEMBERS OF THE BOARD AND TERMS OF OFFICE

Section A. The Board shall consist of seven (7) members: two (2) members from Unicoi County, two (2) members each from the towns of Erwin and Unicoi and one (1) member from the Unicoi County Humane Society.

Section B. Appointments to The Board:

Two (2) members of The Board shall be appointed by the Mayor of the Town of Erwin, with the majority approval of the Town of Erwin Board of Mayor and Alderman;

Two (2) members shall be appointed by the Mayor of the Town of Unicoi, with the majority approval of the Town of Unicoi Board of Mayor and Alderman;

Two (2) members shall be appointed by the Mayor of Unicoi County, with the majority approval of the Unicoi County Commission;

One (1) member shall be appointed by the membership of the Unicoi County Humane Society.

Section C. The supporting Governments will review their appointed members every 3 years.

Section D. Resignation of a Board member: A vacancy shall be filled by the mayor of the Government entity the member represented.

Section E. All members shall serve without compensation or remuneration.

ARTICLE III MEETINGS OF THE BOARD

Section A. The Board shall meet the second Tuesday of each month or as deemed necessary by the Chairperson of The Board.

Section B. At least 50% of The Board members are needed for a quorum. A simple majority of the quorum present is needed to approve any business. A vote may be verbal or by show of hands.

ARTICLE IV BOARD OF DIRECTORS

Section A. The Board of Directors of The Board shall consist of the following officers:

1. The Chairperson
2. The Co-Chairperson

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3. The Treasurer
 4. Recording Secretary

ARTICLE V RESPONSIBILITIES AND DUTIES OF THE DIRECTORS AND MEMBERS OF THE BOARD

Section A. The Chairperson, the responsibilities shall be as follows:

1. Chair all regular and special meetings of The Board;
2. Act as Spokesperson for The Board;
3. Sign such papers as may be required in the normal functioning of The Board.
4. Call for nominations of Officers and presides over the elections.
5. Attend to other duties as described in this document and in the Inter-Local Agreement.

Section B. The Co-Chairperson, the responsibilities shall be as follows:

1. In the absence of the Chairperson, act in his/her stead;
2. Attend to other duties as assigned by the Chairperson.

Section C. The Treasurer, the responsibilities shall be as follows:

1. Keep all accounts, indicating funds paid in and out and amounts pending due;
2. Provide a financial report at each regular meeting of The Board;
3. Attend to other duties as assigned by the Chairperson.

Section D. The Recording Secretary: the responsibilities shall be as follows:

1. Prepare and agenda for regular and special meetings of the Board;
2. Prepare minutes of each meeting and distribute them to each Board member for approval;
3. Keep current the roster of all Board members;
4. Keep a record of attendance for regular and special Board meetings;
5. Notify each member of the Board and the County Mayor's secretary of up-coming meetings as to meet the 10-day public notice requirement;
6. Keep a file of all meetings, minutes, budgets, etc. and submit a copy to the County Mayor's office as soon as possible after approval by The Board;
7. Issue all correspondence pertaining to the Board and keep a hard copy of all correspondence on file;
8. Attend to other duties as assigned by the Chairperson.

Section E. The Members of The Board: the responsibilities shall be as follows:

1. Attend and participate in regular and called meetings. If more than 3 consecutive meetings are missed, the Board Member shall consider requesting a replacement (temporary or permanent) from the entity he/she represents;
2. Serve on Board committees as assigned by the Chairperson;
3. Keep a current mailing address and email address, if available, on file with the Recording Secretary;
4. Support long-term programs of The Board;

5. Attend to other duties as assigned by the Chairperson.

ARTICLE VI ELECTION AND TERM OF OFFICERS

Section A. Elections of Officers

1. An annual elections shall be held during the last quarter of the calendar year by the voting members of The Board.
2. Nominations shall be taken from the floor.
3. The nominees receiving the majority vote for each office shall be declared elected to serve the next year.
4. Officers may be reelected.

Section B: Term of offices shall be as follows:

1. A term of office shall be from January 1st through December 31st;
2. Should an Officer's position become vacant, the replacement shall be elected as outlined in Section A of this Article.

ARTICLE VII COMMITTEES

Section A. The Board shall establish the following Standing Committees:

1. Building Committee; -
2. Budget Executive Committee;
3. By-Laws Committee;
4. Publicity Committee.

Section B. Each committee shall be headed by a member of The Board as the Chairperson.

Section C. Special committees may be appointed as deemed necessary by The Board.

ARTICLE VIII MONIES and ACCOUNTS

Section A. The Board oversees the operating budget for the Unicoi Animal Shelter.

Section B. Incoming Monies:

1. Monies from the Town of Erwin, from Unicoi County, from the Town of Unicoi and Shelter income along with donations shall be deposited into a general operating fund.

Section C. Outgoing Monies:

1. Outgoing monies shall be paid by check. Amounts of \$500.00 and larger must be approved by the majority of the members of The Board;
2. Checks against the account of The Board shall be signed by two (2) members of The Board;

3. The Board account shall be held by First Tennessee Bank in Erwin, TN.

Section D. Financial Reports:

1. The Financial Officer at the Unicoi Animal Shelter shall prepare for the membership a monthly financial report to be submitted at each regular meeting of The Board;
2. Provide an audit of financial records annually to the supporting Governments.

**ARTICLE IX
AMENDMENTS**

These By-Laws may be amended at any regular meeting of The Board with a quorum present by a majority vote of the voting membership present. Amendments shall be attached in writing to the current By-Laws.

**ARTICLE X
MISCELLANEOUS**

1. If any provision of these By-Laws is in conflict with the Inter-Local Agreement, the Inter-Local Agreement takes precedent.
2. The word "animal" referred to in these By-Laws shall exclude all wild animals.

Approved by the Board:

Date: September 10, 2013

Kari Pfaender, Chair

Kari Pfaender 10, 2013

Dwight Bennett, Vice Chair

Dwight Bennett 10, 2013

Linda Mathes, Secretary

Linda Mathes

Brunhilde Tober-Meyer, Treasurer

B Tober-Meyer

Lester Bailey, Member

Chris Oetjen, Member

Chris Oetjen

JoAnn Tatro Member

JoAnn Tatro

Section B. Incoming Monies:

1. Monies from the Town of Erwin, from Unicoi County, from the Town of Unicoi specific to wage reimbursement shall be paid directly to Unicoi County to be contributed to Unicoi County Animal Shelter Wage accounts. Any additional donations shall be paid to the Animal Shelter and deposited into the general operating fund. Shelter Income and Donations shall be deposited into the general operating fund.

Section D: Financial Reports

2. An outside review of financial records annually will be submitted to the supporting Governments.

Approved by the Board: Date

JoAnn Tatrow, Chair

Billy Harkins, Vice Chair

Linda Mathes, Treasurer

Chris Oetjen, Secretary

Johnny Lynch, Member

Ginger Ray, Member

Melissa Dagostino, Member