

**Washington State Bar Association**  
**Animal Law Section**  
**Bylaws**

Second amended bylaws as approved by the WSBA Board of Governors on January 17, 2008.

**ARTICLE I – IDENTIFICATION**

- 1.1 *Creation.* The Animal Law Section (the "Section") was established pursuant to Article IX, Section 1 of the By-Laws 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, including plaintiff's and defense counsel, from both the public and private sectors, and of state and local bar associations in order to benefit such members, their clients, and the general public.
- 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 establishing an annual mid-year CLE and business meeting and, eventually, a multi-state CLE animal law institute.
- 1.2.3 By publishing and furnishing to members of the section a newsletter and Animal Law Reporter for the Pacific Northwest or nationally, and other written materials and documents subject to approval by the Bar and/or the Continuing Education Committee of the Bar to further the objectives of the Section.
- 1.2.4 By providing an animal law listserv 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 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 By-Laws have been adopted subject to the applicable Washington Statutes and the By-Laws of the Bar.
- 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 of the State of Washington may be enrolled as a member of the Section upon request and payment of annual Section dues in the amount and for the purpose approved by the Board of Governors of the Washington State Bar Association.

2.1.2 *Associate Members.* As authorized by the Executive Committee of this Section, regardless of residence or place of business, lawyers 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 as provided in Section 4.3, may become non-voting, associate members of the Section and serve as non-voting, associate members of Section committees and sub-committees.

2.1.2.1 Associate members may not, however, 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 By-Laws of the Section, as authorized by the Executive Committee.

## **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 in the Section newsletter or mailed to all members of the Section at least thirty (30) days prior to the meeting.

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 two (2) weeks prior written notice to the members by the Chairperson or Chairperson-Elect. The notice shall state the business to be transacted at the special meeting.
- 3.4 *Official Meetings.* Official Meetings except the annual meeting shall be official only if notice thereof has been mailed to the Membership at least two (2) weeks prior thereto, or alternatively provided in a publication.

#### **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 content and publishing of the Section newsletter and reporter, and the adoption of the budget and approval of expenditures. 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 By-Laws, as provided below.
- 4.2 *Composition.* The Executive Committee shall comprise the following persons, each of whom shall serve for a term of one (1) year:
- 4.2.1 Seven members elected to the Executive Committee. The committee shall consist of plaintiff and defense counsel, as well as members from the public and private sectors. The make-up of the seven member Executive Committee will include the following:
- 4.2.2 The Chairperson of the Section (one year)
- 4.2.3 The last retiring Chairperson (one year); if same as Chairperson-Elect, then elect a new member
- 4.2.4 The Secretary-Treasurer (one year)
- 4.2.5 Four at-large positions (one year)
- 4.3 *Controlling Vote.* Action of the Executive Committee will be by majority vote or consensus of the Executive Committee. A member of the Executive Committee may vote in absentia by instructing the Secretary-Treasurer (not member of Executive meeting) in writing of the manner in which such vote is to be cast.
- 4.4 *Meetings.* The annual meeting of the Executive Committee shall be held in conjunction with the annual meeting of the Section. Special meetings shall be held at such time and place as may be designated by the Chairperson 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 be expected to conduct a minimum of four meetings annually. Additional meetings may be held by electronic means. No meeting shall

be official unless prior notice thereof shall have been given to the Executive Committee Members; provided, however, that verified participation in any meeting shall constitute official waiver of notice therefore.

- 4.5 *Quorum.* A majority of the Executive Committee present in person, by telephone, or by written proxy shall constitute a quorum. Action of the Executive Committee shall be determined by a quorum. Every action must be approved by at least four (4) members of the Executive Committee present in person, by telephone, or by written proxy. Notice of any meeting may be waived by 100 percent of those entitled to notice, by written waiver thereof.
- 4.6 *Special Meetings.* Special meetings of the Executive Committee may be called to amend these By-Laws upon ten (10) days' written notice of such meeting mailed to the members thereof, said notice to specify the purpose of such special meeting and the proposed amendment, as set forth in Article 9 hereof. Written notice of such meeting may be waived in writing by 100 percent of those entitled to notice. All other meetings shall be as set by the Chairperson.
- 4.7 *Committees.* The Executive Committee shall determine the number and type of Section committees and sub-committees and shall appoint Chairpersons for all committees and sub-committees.

## **ARTICLE V – OFFICERS**

- 5.1 *Officers.* The officers of the Section shall be the Chairperson, the Chairperson-Elect, and the Secretary-Treasurer.
- 5.2 *Chairperson.* The Chairperson shall preside at all meetings of the Section and of the Executive Committee. The Chairperson 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 *Chairperson-Elect.*
  - 5.3.1 Upon the death, resignation, refusal to act, or during the disability of the Chairperson, the Chairperson-Elect shall perform the duties of the Chairperson for the remainder of the Chairperson's term, except in case of the Chairperson's disability and then only during so much of the term as the disability continues.
  - 5.3.2 The Chairperson-Elect shall automatically succeed to the office of the Chairperson. In the event the office of the Chairperson-Elect shall be vacant, then a Chairperson shall be elected in the same manner as set forth in Section 6.1 below.
- 5.4 *Secretary-Treasurer.* The Secretary-Treasurer shall be the custodian of all financial records, books, papers, documents, and other property of the Section, and shall keep a true record of all accounts and proceedings of all meetings of the Section and of the Executive Committee. The Secretary-Treasurer shall be responsible for financial oversight for the Section, communication with the Bar Association and other organizations on financial matters, understanding the Bar's financial and accounting policies and procedures, reporting to the Executive Committee and the Section on its financial position, and shall draft a proposed budget each year for Executive

Committee consideration and adoption. In conjunction with the Chairperson and as authorized by the Executive Committee, the Secretary-Treasurer shall attend generally to the business of the Section.

- 5.5 *Removal.* The Executive Committee may remove any officer, committee member, subcommittee member, chairperson of any committee, or other member of the Executive 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.

## ARTICLE VI – ELECTIONS

### 6.1 *Elective Offices.*

- 6.1.1 *Officers and At-Large Positions.* Voting members shall elect a Chairperson-Elect and Secretary-Treasurer, plus four at-large Executive Committee members, each to serve a one-year term. If the last retiring Chairperson is elected to the position of Chairperson Elect or Secretary-Treasurer, voting members shall also elect a fifth at-large Executive Committee member.

6.2 The Chairperson shall solicit nominations from the Section membership and appoint a Nominating Committee of not less than three members of the Section. The Nominating Committee shall verify qualifications of nominees and make additional nominations when appropriate. 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, and special expertise. It shall be the responsibility of the Nominating Committee to contact each member nominated and verify her or his willingness to accept the nomination, and to generally describe the commitment involved in the position to the nominee. No person shall be nominated to succeed oneself to serve more than two full terms consecutively for Chairperson or Secretary-Treasurer.

6.2.1 *Self-Nomination.* Nothing prevents a Section member from self-nominating.

6.2.2 *Concurrent Nomination.* Section members may run concurrently for either Chairperson-Elect or Secretary-Treasurer office, as well as for 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 Nominating Committee shall provide the names of the nominees to the Chairperson who shall cause to be mailed to the Section membership a written ballot containing the names of at least one Section member for each position on the Executive Committee to be voted on with space provided for write-in candidates, and with instructions for marking and returning ballots.

6.4 *Term of Office.* The term of office for a successor who has been duly elected and qualified shall begin on the first day of the next fiscal year.

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 to serve until the next annual meeting and until a successor is duly qualified.

6.6 Moved to Section 4.7

- 6.7 *Tie Elections.* In the event of a tie in an election, the winner will be chosen by the Chairperson, 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 By-Laws may be amended by the following means:
- 7.1.2 At any annual meeting of the Section by a majority vote of the members of the Section present.
  - 7.1.3 At any regular or special meeting of the Executive Committee of the Section called for the purpose of amending the By-Laws upon at least ten (10) days' written notice to the members thereof, by a majority vote of all members of the Executive Committee.
  - 7.1.4 Amendments proposed by the Executive Committee will take effect within thirty (30) days after notification to the membership PROVIDED that no By-Law shall take effect if, after notification, ten (10) members – excluding those serving on the Executive Committee – have called for a special meeting, in which case the proposed By-Law must be ratified by a majority vote of the members of the Section present at the special meeting.
- 7.2 No amendment of these By-Laws will be effective until approved by the Board of Governors of the Washington State Bar Association.

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