

TAPPS Bylaws

Purposes

To promote the business of pet sitting and to educate the public regarding the opportunities and benefits of such services.

To provide members the opportunity for the positive exchange of experiences and opinions through discussion.

To develop and encourage the practice of high standards of conduct among providers of pet sitting services.

To cooperate in and conduct courses of study to benefit Association members and/or Triangle Area pet owners.

To cooperate with other individuals and/or organizations in the common endeavor to advance pet sitting as a business and profession.

To foster goodwill between pet sitters and other pet care providers and the public they serve.

To acquire, preserve and disseminate data and valuable information relative to the functions and accomplishments of successful pet sitting establishments.

To strengthen and promote the effectiveness of pet sitting as an occupation by any and all means consistent with the public interest; and

To positively impact the welfare of Triangle Area shelters and animals.

Membership

Membership is open to all bonded and insured pet sitting businesses with customers in the following North Carolina counties: Wake, Durham, Orange, Granville, Franklin and Johnston.

A potential member must submit a completed application with payment, at which time they will be added to the TAPPS Yahoo Group. Once the Executive Committee has approved the application, the new member will be added to the TAPPS web site. Dues are non-refundable and all applications for membership must be accompanied by full payment.

Dues (\$125 per year for new member, \$85 per year for renewals) are prorated for new members who join after the first of the year. The potential new member must attend a regular membership meeting to introduce themselves to the group. Once all of the requirements have been met, full membership status will be granted and the new member will be added to the TAPPS web site locator at the next date for web data submission.

Members must attend a minimum of 2 TAPPS meetings or recognized Association events per year.

All members belong to the <http://groups.yahoo.com/group/triangleareapetsitters> group. This group is a way for members to share information, communicate with one another as well as to vote on issues through the Polls feature of this site.

Each member has the privilege of one vote, one membership and one listing on the TAPPS

website (www.TAPPSNC.com). Absentee votes are permitted on all association business. All voting will be conducted anonymously through the Yahoo group.

Membership dues will be used to pay for advertising in local publications, booths at local events, purchase marketing materials, and maintain the association's web site and other budgeted expenses. The EC will propose the annual budget to be voted on at the November membership meeting. The membership may vote to spend additional funds on other items, such as web site upgrades, legal fees, or special donations to rescue groups in need. Special assessments may be voted on during the years to pay for any additional expenses that are not built in to the annual budget.

Association members are expected to uphold the highest professional standards as set forth by their peers and by national associations such as PSI and NAPPS. A member may resign by submitting a written resignation either via email or the United States Postal Service. Resignation does not relieve a member from liability for the full annual dues or other obligations accrued and unpaid as of the date of the resignation.

Membership Expulsion

The following process will be adhered to regarding any reason for member expulsion, other than non-payment of member dues:

The member facing proposed expulsion shall be notified via email within 2 business days of the decision of the Executive Committee to pursue proposed expulsion.

The member has 10 days from the date of notification of proposed expulsion to formulate and present a written rebuttal of the proposed expulsion.

The member must present to the Executive Committee the written rebuttal either in person or by email.

The Executive Committee shall take into consideration the written rebuttal of the member and may expel a member with a 2/3-majority vote. This action should take place within 72 hours of receipt of the rebuttal.

The member will be notified of the Executive Committee's decision within 72 hours by email.

Upon notification of a negative decision, the member shall be removed from the TAPPS web site and the TAPPS Yahoo Group.

Reinstatement

A former member may be reinstated on showing proof of qualification and paying applicable dues.

Meetings

Monthly membership meetings will take place the second Wednesday of each month at 2:30pm. The location will be Unleashed, 2460 Wycliff Road, Raleigh, NC 27607 unless otherwise notified. The membership will be notified by email at least 1 week prior to the meeting. There will be no membership meetings in the months of July, August and December due to the busy season.

The November meeting will be a business meeting devoted in large part to electing the EC, voting on the proposed budget and dues, and voting on any proposed Bylaw revisions. All items requiring membership voting will be emailed to the membership 1 week prior to the next regularly monthly meeting.

Executive Committee

The Association operates with a formal structure of offices and officers that make up the Executive Committee: President, Secretary and Treasurer. The EC is responsible for the administrative business of the Association. This includes creating special committees supporting and mentoring the members, and deciding the priorities and direction of the Association. A minimum of one annual meeting of the EC will be held, additional meetings may be conducted by conference call if necessary.

Term Limits

The term limits for the EC positions are subject to modification as deemed necessary by the entire TAPPS Executive Committee.

The President's responsibilities include coordinating and overseeing committees, chairing the EC meetings, working with others to arrange for guest speakers and mediating monthly membership meetings.

The Secretary is responsible for sending out meeting notices to members, preparing meeting minutes, tracking member attendance at the monthly meetings and preparing proposed updates to the Bylaws. The Secretary can moderate monthly membership meetings in the absence of the President as well as assist the President in other duties as necessary. The Secretary will receive membership applications and dues and pass the dues to the Treasurer. The Secretary is also responsible for keeping a tally of all voting.

The Treasurer is responsible for paying any bills for the Association and recording the income as well as expenses. The actual accounting will be performed by Lorie King of Human Resource Partners at a fee of \$75 per hour. Lorie King will produce a monthly financial statement by email to the EC.

It is the responsibility of the membership to identify and elect the EC. Members will be asked to nominate and second fellow members for EC positions. Once a nominee has accepted his or her nomination they will be officially considered a candidate for the office. All elections for EC positions must take place at the November General Membership meeting. The EC will come up with a slate of officers to be voted on by the membership. In the event that a new EC position is created, or an existing position is vacant due to a member leaving the association or otherwise abandoning their post, a special election will be held to fill the vacancy. Nominations will be accepted at the first subsequent meeting, with elections being held within 2 weeks TAPPS Yahoo group.

Compensation

Executive Committee members do not receive compensation for their services but may be reimbursed for documented expenses that have been approved by the EC.

Indemnification

Every Director, Officer and employee of the Association and such others as specified by the Executive Committee, shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon them in connection with any proceeding to which they have been made party, or in which they may become involved, by reason of being or having been a Director, Officer or employee of the Association. Such persons shall be indemnified as well for any settlement thereof, whether the person is a Director, Officer or employee at the time such expenses are incurred, except in such cases wherein the Director, Officer or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of duties. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which the indemnified may be entitled.

Committees

The EC is responsible for creating committees. While committee involvement is on a volunteer basis all members are encouraged to participate in one or more committees. Committees will designate their own chair person and set their own goals within the scope of the association. Each committee should submit a proposed budget for their anticipated expenses during the following year to the Treasurer no later than October 31st.

Finances

The account for the Association is through Sun Trust Bank. Newly elected EC officers must update the signature card by January 31st of each year. Collected dues and other income are deposited in this account and association expenses are paid from this account. All income and expenses must go through this account. A matching receipt must accompany all expenses. At the end of each calendar year, the EC may elect to designate a certain percentage of the remaining balance in the account to be set aside as a reserve for future expenses or to be donated to a local charity, rescue or shelter.

Dissolution

If the Association should ever cease to exist, all equipment and capital goods will be disposed of, liabilities paid and remaining assets distributed to local shelters or rescue groups. No individual pet sitting business or member, past or present, has any claim to any asset of the Association.

Books and Records

The Association must keep books and records of its financial accounts, meeting minutes, and membership lists (with names and addresses) at its Secretary and Treasurer locations. The Association will make those books and records available to the Association Members, upon request, within a reasonable time.

Annual Report of the Association

The Executive Committee will submit an Annual Report to the membership by February 15th of the following year, which includes yearend financials and activities begun, in process, or completed during the previous calendar year, and any other document or report required by the Association.

Revised 16 Jan 2012