



# THE BYLAWS OF CALIFORNIA TURTLE & TORTOISE CLUB

Founded 1964

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**THE BYLAWS OF**  
**CALIFORNIA TURTLE & TORTOISE CLUB**  
**Founded 1964**

ARTICLE I     Name and Purpose

1.     The name of this organization shall be the California Turtle & Tortoise Club, hereinafter referred to as "Club".
2.     The Club is organized to promote the preservation, conservation, welfare, study and dissemination of knowledge pertaining to the order Testudines (Chelonia).
3.     The Club is incorporated as a California Public Benefit Corporation. The Club shall be nonprofit and nonpartisan. No substantial part of the activities of the organization shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Club shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote.
4.     The Club shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose described above.
5.     The Club shall not engage in business carried on for profit, nor perform services for individuals whether or not for compensation. No income or property of the Club shall be used to the benefit of any individual member.
6.     A local segment of the California Turtle & Tortoise Club shall be known as "Chapter" or "Branch" and meet the requirements as stated in ARTICLE XIII.

ARTICLE II    Office and Duration

1.     The principal office of this Club shall be located in the State of California where designated by the Club's Executive Board.
2.     The Executive Board may change the principal office from one location to another. Any change of this location shall be noted by the secretary on these bylaws opposite this section, or this section may be amended to state the new location.
3.     The Club may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the Executive Board may designate.
4.     The death, removal, or resignation of any member of the Club shall not result in the dissolution of the Club.

ARTICLE III   General Powers

1.     This Club shall have the power to obtain, invest and retain funds for advancing the purpose stated in ARTICLE I.
2.     This Club shall have the power to do any lawful acts or things reasonably necessary or desirable for carrying out the Club's purpose.

**ARTICLE IV**    Membership

1. Any individual or organization that supports the Club's purpose shall be eligible for membership.
2. Membership in the Club is through one of the Club's Chapters.
3. There shall be four (4) types of membership: Individual, Family, Life and Honorary.
4. Members will have the following privileges, rights, duties and responsibilities:
  - To vote if at least eighteen (18) years of age.
  - To hold office after at least six (6) month's membership.
  - To nominate candidates for office.
  - To receive the Club publication, *The Tortuga Gazette*.
  - To borrow books and publications from the Chapter Library.
  - To hold a Club membership card.
  - To attend Club meetings.
5. All types of membership shall have one (1) vote.
6. Every membership application is subject to approval. Applicants will not be discriminated against on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age.
7. A member may be recommended for removal from a Chapter by a two-thirds vote of that Chapter's Board of Directors. The recommendation shall be voted upon by the membership at the next regularly scheduled general meeting.
8. Every member except Honorary must pay the prescribed dues.
9. Membership dues shall be published in *The Tortuga Gazette*.
10. The granting of Honorary membership to an individual or an institution may be recommended to the Chapter membership by a two thirds vote of a Chapter's Board of Directors. Such membership shall be confirmed by majority vote of members present at a general meeting.

**ARTICLE V**    Executive Board

1. The Club's Executive Board shall consist of the Officers of the Executive Board, the President of each Chapter and one additional member from each Chapter appointed by the respective Chapter's Board of Directors.
  - A. The Executive Board shall have the following Officers:
    - i.*     Chairperson - chairs all meetings and casts tie breaking votes.
    - ii.*    Vice Chairperson - chairs all meetings in absence of Chairperson and assists the Chairperson.
    - iii.*    Secretary - records all proceedings, maintains a list of Executive Board members and keeps copies of all Executive Board correspondence.
    - iv.*    Treasurer - maintains financial records and handles all receipts and disbursements of the Executive Board. Receives and reviews the Chapter annual financial reports.
  - B. The Chair, Vice-chair, Secretary and Treasurer of the Executive Board will be elected annually or as necessary as follows:
    - i.*     Any CTTC member in good standing and interested in serving in one of these positions is eligible for nomination by an Executive Board Member at the penultimate meeting of the fiscal year;



- E. The Executive Board may order an audit of the Executive Board's financial records at any time.

#### ARTICLE VI The Tortuga Gazette

1. *The Tortuga Gazette* shall be published by the Executive Board and shall be distributed using the most current mailing list provided by each Chapter.
2. *The Tortuga Gazette* shall feature Club news and bulletins, articles about turtles and tortoises, their care, medical information and other conservation and educational material, as well as information concerning the Chapters, announcements, editorials, and exchange of information.
3. The editor is appointed by the Executive Board and serves at the Board's pleasure. The editor may not be an Officer of the Executive Board.
4. The editor must consult with the Executive Board Officers on any controversial subjects presented for publication. Other material shall be published at the discretion of the editor.
5. Advertising must be screened by the editor.
6. The editor must retain a complete set of *The Tortuga Gazette* on behalf of the Executive Board.

#### ARTICLE VII Branches and Chapters

1. Branch
  - A. A new Branch may be formed provided:
    - i. There is a sponsoring Chapter.
    - ii. There are at least twelve (12) members to support it.
    - iii. Proper leadership exists.
    - iv. It is approved by the Executive Board.
  - B. The sponsoring Chapter shall provide guidance, support and financial assistance to the Branch.
  - C. Members of the Branch are members of the sponsoring Chapter.
  - D. The sponsoring Chapter shall supervise the Branch's finances. Branch disbursements must be approved by the Treasurer of the sponsoring Chapter.
  - E. Members of the Branch shall appoint provisional Officers who will function with the guidance and support of the sponsoring Chapter's Board of Directors. The provisional Officers shall remain in office until the first election to be held in October following the formation of the Chapter.
  - F. A Branch shall have the same fiscal reporting responsibilities as a Chapter.
  - G. A Branch may apply for Chapter status to the Executive Board after one (1) full year of successful operation.
2. Chapter Formation
  - A. A new Chapter may be chartered provided:
    - i. It has operated satisfactorily for a full year as a Branch.
    - ii. It has a minimum of twenty-four (24) members.
    - iii. It is approved by the Executive Board.
3. Minimum Requirements for Recognition and Continuation of Chapters
  - A. A Chapter must fulfill the requirements of Articles VIII-XV. In addition, each Chapter must:



4. The funds and financial records of each Chapter shall be reviewed annually by one or more members of the Chapter as appointed by the President. The review shall be performed at the close of the fiscal year and at any time the Treasurer or other financially responsible persons are replaced. This review shall be presented to the members not later than the January general meeting.
5. An annual financial report, the content of which will be specified by the Executive Board, must be presented to the Treasurer of the Executive Board by the first Executive Board meeting of the following calendar year.

#### ARTICLE IX Chapter General Meetings

1. Meetings shall be held once a month, unless otherwise arranged by the Chapter or Branch.
2. Special meetings of the Chapter or Branch may be called by the President, or can be called at the written request of three (3) active members of the Chapter or Branch. Ten (10) days written notice shall be given to all members by the Chapter. The business to be transacted at any special meeting shall be limited to that mentioned in the call.
3. The October meeting is the Annual Meeting and shall include the election of new Officers.
4. The quorum is the number of eligible voters present at a Chapter or Branch meeting.

#### ARTICLE X Chapter Officers

1. The Officers of each Chapter shall be: President, Vice President, Recording Secretary, Corresponding Secretary (or at the discretion of each Chapter, one Secretary) and Treasurer (or at the discretion of each Chapter, Secretary-Treasurer).
2. Requirements to hold office: candidates must have been active members in good standing for at least six (6) months prior to election and be at least eighteen (18) years of age at time of the election.
3. Officers and other members of the Board of Directors may not miss any meetings without showing sufficient cause or reason. If more than two (2) consecutive board meetings or general meetings are missed, the Board of Directors may request the member to resign or may remove the member from office.
4. Duties and responsibilities of the Officers:
  - A. President
    - i.* Shall preside at all meetings.
    - ii.* Shall exercise general supervision of the affairs of the Chapter.
    - iii.* Shall appoint two (2) members from the general membership to the Board of Directors.
    - iv.* Shall appoint or remove the Librarian, Archivist, Refreshment Committee Chair and other appointees as required.
    - v.* Shall order a review of the financial records at the fiscal year end and upon change of the Treasurer, and shall send the annual financial report to the Executive Board.
    - vi.* Shall be a member of the Executive Board.
  - B. Vice President
    - i.* Shall be responsible for Chapter meeting programs.
    - ii.* Shall assist the President in the operation of the Chapter.
    - iii.* Shall assume the duties of President in his or her absence.



6. Special meetings may be called by the President or upon the request of at least three (3) members of the Board of Directors. At least 48 hours notice shall be given. The business transacted at any special meeting shall be limited to that mentioned in the call.
7. A majority of the Board of Directors shall constitute a quorum.

#### ARTICLE XII Nomination and Election of Chapter Officers

1. In August of each year, a Nominating/Election Committee of three (3) members shall be appointed and announced by the President. Only one (1) member of the Committee may be a current member of the Board of Directors. The President may not serve on the Nominating Committee.
2. The Nominating/Election Committee, after securing consent of the nominees to serve, shall submit its report to the members of the Chapter at the September meeting, at which time nominations may be made from the floor, providing the consent of the nominees has been obtained.
3. The Nominating/Election Committee shall prepare a written ballot of the nominees. Such ballots shall include the name of each nominee and identify incumbents. The ballot shall also provide a space for write-in candidates.
4. The elections shall be held at the October Annual Meeting. At that meeting, ballots shall be counted by the Nominating/Election Committee and those nominees receiving majority votes of the general membership shall be declared elected. The Executive Board shall be advised of the election results within thirty (30) days of the meeting.
5. The newly elected Officers shall assume office as of November 1st following elections.
6. All Officers shall hold office for one (1) year or until their successors are elected.

#### ARTICLE XIII Chapter Committees

1. Adoption Committee
  - A. Chapter Adoption Committees shall consist of one or more members, which shall manage the adoption of all turtles and tortoises received for that purpose.
  - B. The Chairperson shall be appointed by the President and approved by a two-thirds vote of the Board of Directors. The President may not appoint herself/himself.
2. Show Committee
  - A. Each Chapter may have a Show Committee.
  - B. The Chairperson shall be appointed by the President and approved by a two-thirds vote of the Board of Directors.
3. Additional committees may be appointed by the President as necessary.

#### ARTICLE XIV Chapter Adoption Programs

1. The Adoption Committees shall comply with all municipal, county, state, and federal laws and regulations.
2. Each applicant for a turtle or tortoise must complete the appropriate forms.
3. Applicants will receive instructions for the care of the turtle or tortoise.
4. Recipients of adopted turtles or tortoises must be advised by the Adoption Committee that if they have to give it up for any reason, it must be returned to the Chapter for readoption.

5. If an adopted turtle or tortoise succumbs for any reason, the adopter must advise the Adoption Committee accordingly, in order for them to keep a complete record of each adopted animal.
6. The Adoption Committee shall keep a complete record of all adopted turtles and tortoises, as to when and from whom it has been received, its species, sex or hatchling, measurements and health condition, and to whom adopted (full name, address and phone number).
7. Chapters shall provide adoption activity reports as requested by the Executive Board.

#### ARTICLE XV Show Rules

1. Shows must promote the basic purpose of the organization as stated in these bylaws.
2. Commercial dealers may exhibit at the discretion of the show committee.
3. The selling or offering for sale of turtles and tortoises at the show is strictly forbidden.

#### ARTICLE XVI Club Bylaws

1. The bylaws may be amended or revised at meetings of the Executive Board.
2. Amendments to the bylaws may originate:
  - i.* With the Executive Board, or
  - ii.* May be submitted in writing with the signatures of five (5) active members for the consideration of the Executive Board.
3. All amendments and revisions approved by the Executive Board shall be submitted for approval to the Chapters except where otherwise directed in these bylaws.
4. All amendments and revisions to the Club bylaws must be approved by the Board of Directors of each Chapter and also approved by a two-thirds majority of the members of each Chapter, present at a general meeting.
5. The rules contained in the current Robert's Rules of Order shall guide this Club in all cases to which they are applicable and in which they are not inconsistent with Club bylaws.

#### ARTICLE XVII Dissolution

1. The Club may elect to wind up and be dissolved upon two thirds vote of the entire Executive Board in accordance with the bylaws and articles of incorporation.
2. Notice of intent to dissolve shall be given each member in writing at least fifteen (15) days prior to the date of the meeting called for that purpose. Such dissolution shall be effective ninety (90) days after such vote is taken; provided all outstanding obligations of the Club have been paid.
3. Upon dissolution of the Club, the remaining assets shall be distributed pursuant to the nonprofit provisions of the California Corporations Code to an appropriate non-profit organization, at the discretion of the final Executive Board. In no event shall any corporate assets inure to the benefit of any person or individual or members or Directors of this organization.