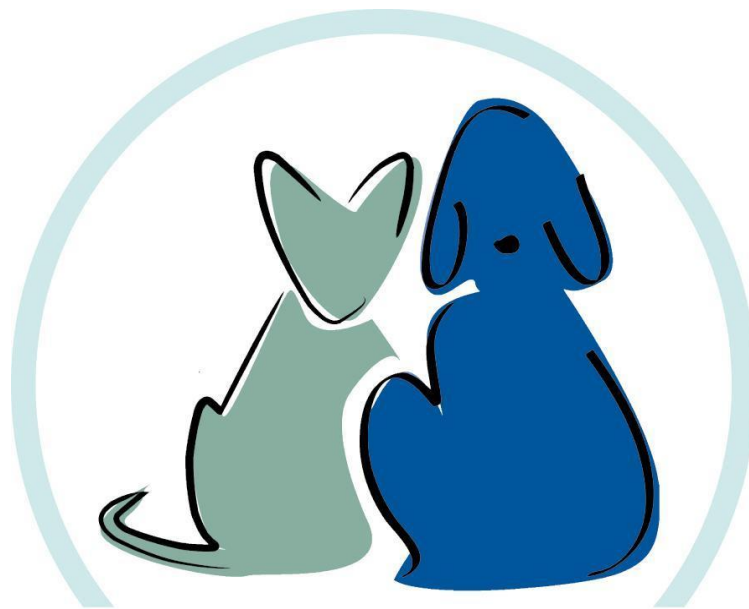


**BYLAWS**  
**OF**  
**WHITMAN COUNTY HUMANE SOCIETY, INC.**

**Effective January 2022**



WHITMAN COUNTY  
**Humane Society**

**Version 01.2022**

## **ARTICLE I**

### **Name**

The name of the corporation shall be the Whitman County Humane Society, Inc., hereinafter referred to as “WCHS, Inc.” or “WCHS”

## **ARTICLE II**

### **Mission and Policy**

Section 1. The mission of the WCHS is to value the human/animal bond, provide stewardship for homeless pets and promote compassionate treatment of all companion animals.

Section 2. It is the policy of the WCHS as a no-kill animal shelter to provide humane care and treatment for all companion animals needing protection in the area served by the WCHS; to seek to return lost animals to their owners, to seek suitable homes for animals without owners; and to only euthanize companion animals when necessary according to Board of Directors-approved policy (See Appendix A). In its care and disposition of animals, the WCHS shall maintain the minimum standards prescribed by The Humane Society of the United States.

## **ARTICLE III**

### **Restrictions**

WCHS is organized exclusively for religious, charitable, scientific, literary or educational purposes within the meaning of Section 501c3 of the Internal Revenue Code.

Notwithstanding any other provision of these articles, WCHS shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501c3 of the Internal Revenue Code.

## **ARTICLE IV**

### **Members**

Section 1. Membership is open to any person, corporation, association, or agency. Membership is initiated by stating in correspondence that the entity wishes to be a member and payment of membership dues is completed. Membership is maintained by payment of annual dues.

Section 2. The monetary amount of annual dues will be set by a two-thirds majority vote of the Board of Directors. Annual dues are paid annually and due by the close of the twelfth month following the previous membership renewal date (i.e., in the same month, one year later).

Section 3. If annual dues are not paid within sixty days of the due date membership shall cease.

Section 4. The Board of Directors shall have full discretionary power to terminate any membership for cause at any time by a two-thirds majority vote.

**ARTICLE V**  
Board of Directors

Section 1. The concerns, direction, and management of the affairs of the WCHS shall be vested in the board of directors.

Section 2. No person who derives his or her livelihood or any significant income from the purchase, sale, use (veterinarians excluded), or commercial exploitation of animals; and no person convicted of cruelty to animals may be a director.

Section 3. The board of directors shall be composed (until the first annual meeting of the WCHS) of not fewer than five nor more than thirteen members. The board of directors, until such first annual meeting, shall have the power to add to their number such additional members as shall be necessary to increase their number to thirteen. At any time when the number of directors in office shall be fewer than five, the directors remaining in office shall add to their number until there be not fewer than five directors in office, but no act of the WCHS shall be void at any time merely because there are fewer than five directors in office.

Section 4. During any board meeting, the existing Board members will vote upon proposed new Board member candidates to replace outgoing Board members. New Board members shall begin their terms, and retiring members shall relinquish their terms, on the date of the next board meeting. Should a proposed new Board member be voted down by the WCHS Board of Directors, that slot will remain open for appointment by the Board (Section 6 of the Bylaws) and such position will remain open until filled.

Section 5. Members of the Board shall serve for terms of three years each. The Board will structure membership terms to ensure that turnover is never more than one-third of the full complement in a given year. After serving up to two full terms, board members must take a year off before serving again unless, by two-thirds majority vote of the board, an extension of the term is granted. There is no limit to the number of term extensions that may be granted, by vote, for board members in good standing.

Section 6. In case any director shall by resignation, incapacity to act, death, or otherwise, cease to be a director during his or her term, the board may, by vote, choose a successor or leave the position open until the next election.

Section 7. An annual organization meeting of the board of directors shall be held in August for the purpose of electing officers.

Section 8. Special meetings of the board of directors may be called by the president or by the secretary when requested to do so by a majority of the board of directors.

Section 9. A two-thirds majority of the members of the board of directors constitutes a quorum.

Section 10. If any member of the board of directors shall be absent from three consecutive regular meetings without being excused from attendance by the board, that member shall be deemed to have resigned from office, and the vacancy so caused shall be filled as herein provided for the filling of vacancies in the membership of the board of directors.

Section 11. Except as otherwise prescribed in these bylaws, decisions at any meeting of the board of directors, the executive committee, or other committees shall be by two-thirds majority vote of those present and voting. If an issue needs to be acted upon between meetings, then a

vote by email may be utilized. Each director shall have one vote, and no voting by proxy shall be permitted.

Section 12. The board of directors may appoint an executive committee composed of five or more of their number, and such committee shall include the president, the vice president, the treasurer, the secretary, and the Medical Advisor and such other members as may be elected by the board at its annual organization meeting or at any meeting by a two-thirds majority of the members of the entire board of directors. The executive committee shall have, and may exercise, all of the powers of the board of directors when the board is not in session, except such powers, if any, as the board may specifically reserve to itself, or as may be specifically assigned to any other committees or any officer of the WCHS. The executive committee shall adopt such rules and regulations as it may deem prudent for its management. The board of directors may provide for such other committees as the board deems desirable and may delegate to such committees such duties and powers from time to time as it shall deem necessary or desirable.

Section 13. Members of the board of directors are expected to comply with the prescribed Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for Board decisions. The Code of Conduct shall be made available to those seeking election as members of the Board of Directors prior to their election.

Section 14. Members of the Board of Directors receive a copy of the Whitman County Humane Society By-Laws and the Oath of Office and Confidentiality Agreement upon taking office in August of the year they are elected by the membership or, if elected by the Board of Directors, at the Board of Directors meeting after which the vote was held. The Oath of Office and Confidentiality Agreement must be signed and returned to the WCHS administrative office to be kept on file within 30 days of the Director receiving the document. It is the Director's responsibility to submit this document. Should the Oath of Office and Confidentiality Agreement fail to be returned to the WCHS administrative office within one month of taking office, said Director will receive a single reminder that the document is not on file and will have 30 days after the date of the reminder to submit the signed document. Should the Oath of Office and Confidentiality Agreement fail to be returned within 30 days of the reminder, the Director will be considered to have resigned his/her position and will no longer be a member of the Board of Directors.

Section 15. The Board of Directors shall have full discretionary power to terminate any directorship for cause by a two-thirds majority vote after an opportunity for hearing before the Board of Directors.

Section 16. Indemnification: WCHS shall, by resolution of the Board of Directors, provide for indemnification by WCHS of any and all current or former officers, directors and employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties, or a party, by reason of having been officers, directors or employees of WCHS, except in relation to matters as to which such individuals shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability of negligence or misconduct.

## **ARTICLE VI**

### **Officers**

Section 1. At the August meeting of the board of directors, or in default of election at such meeting, then at an adjournment thereof, or any meeting of the board of directors called for the purpose of election of officers, the board of directors shall elect a president, a vice president, a secretary, and a treasurer. It may choose such other officers as the business of the WCHS may require. All the officers shall hold office at the pleasure of the board of directors but in no case beyond the time when their respective successors shall be elected and shall qualify.

Section 2. Whenever any vacancy shall occur in any office of the society by resignation, incapacity to act, death, or otherwise, the vacancy may be filled by a two-thirds majority vote of the board of directors.

Section 3. The **president** shall preside over all meetings of the WCHS, the board and the executive committee; shall be, ex officio, with vote, a member of all committees of the board; and shall deliver to the annual meeting of the members of the WCHS a comprehensive report of the program and policies followed by the board in the preceding year.

Section 4. The **vice president** shall fill all functions of the president when the latter is incapacitated, is unavailable, or for any reason cannot serve. The vice president shall serve as the officer-in-training to the president.

Section 5. The **treasurer** shall view all receipts, institute a review, develop and drive the budget in coordination with the business manager, and communicate all financial information to the board. The business manager is a position appointed by the board but is not a member of the board of directors.

Section 5a. The business manager shall receive and deposit in a bank designated by the board all monies and securities, disburse funds in accordance with a budget approved by the board of directors, and submit to the board and to the annual meeting of the society an annual report, reviewed by an independent accountant selected by the board, of the income and expenditures of the WCHS for the preceding year, and of liabilities and assets. In the event the business manager is incapacitated, is unavailable, or for any reason cannot perform the listed duties, the treasurer shall assume the business managers duties, or recommend an independent party with the qualifications to assume these duties. Any independent party must be approved by two-thirds majority vote of the board of directors.

Section 6. The **secretary** shall give due notice of the time and place of all meetings, preserve the records of the proceedings of the WCHS and its board of directors in accessible electronic format.. The Secretary shall have the custody of the bylaws, records, and general archives of the WCHS except as they may be expressly placed in the care of others by order of the board. The Secretary shall be responsible for all correspondence unless otherwise directed.

Section 7. Officers' terms of office shall begin at the close of the August meeting of the board of directors at which they are elected. Officers shall serve for a period of one year. No member shall hold more than one office at a time, and no member shall be eligible to serve more than three consecutive terms in the same office.

Section 8. It is the express policy of WCHS that, insofar as possible based on availability, there is another officer: the Medical Advisor. The **Medical Advisor** shall serve as the person responsible for establishing and overseeing medical procedures and protocols at the shelter (ex: intake inoculation procedures; quarantine determinations) and in public activities of the society. The Medical Advisor must be a licensed, practicing veterinarian in the state of Washington. Unlike the other officers, the Medical Advisor can serve for as long as desired and as long as the

person remains a licensed veterinarian in good standing. The Medical Advisor is a member of the executive board. There is no term limit for this position.

Section 9. A staff liaison to the board should be appointed during officer elections. The liaison will be elected by the board of directors and can be one of the elected officers. This position serves as the primary liaison to the staff and is the representative for staff at board meetings.

## **ARTICLE VII**

### **Meetings**

Section 1. Regular meetings of the board shall be held monthly on the third Monday of the month. Meetings may be in person, over telecommunications equipment, or in hybrid format, as determined by the board. These meetings shall be open to the public. This information, including location and any telecom links, will be made public on the web page. Any change of meeting date shall be posted on the website at least ten days prior to the meeting.

Section 2. The annual meeting of the WCHS for the public presentation to the WCHS membership of the new officers and committees, the presidential presentation of the state of the Society, and for the transaction of any other business authorized to be transacted by the members shall be held at the normal October board meeting or at such time and place as shall be specified by the board of directors.

Section 3. Special meetings may be called by the President, by a majority of the board of directors, or upon the written request of 10 members of the WCHS. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three day's notice shall be given.

Section 4. A two-thirds majority of the Board of Directors shall constitute a quorum for the transaction of any business.

## **Article VIII**

### **Pooch Park**

Section 1. Pooch Park (PP) is a unit of Whitman County Humane Society (WCHS) and relies upon the WCHS for land, non-profit status and support. The park is an off-leash dog park that is part of the WCHS campus and shares its 501(c)3 status. The land is owned by WCHS.

Section 2. The PP will operate according to the PP bylaws (see Appendix B) and a committee will provide guidelines. A WCHS Board member will chair the Pooch Park committee. In the event of co-chairs, at least one of the chairs must be a WCHS Board member.

## **ARTICLE IX**

### **Committees**

Committees. The Board of Directors shall have the power to appoint such committees as it may deem necessary. All committees must be chaired or co-chaired by a board member.

**ARTICLE X**  
Conflict of Interest Policy

The WCHS, including but not limited to the Board of Directors, Business Manager, and Employees, will operate according to the policies set forth in Appendix C and Appendix D.

**ARTICLE XI**  
Parliamentary Authority

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* shall govern the WCHS in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the WCHS may adopt.

**ARTICLE XII**  
Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the board of directors of WCHS by a two-thirds majority.



WHITMAN COUNTY HUMANE SOCIETY, INC.

BYLAWS

VERSION 01.2022

Date Adopted: January, 24, 2022

**President:** Wendy Ortman

**Vice President:** Dayna Cooper

**Treasurer: John Musselwhite**

**Secretary: Liz Siler**



## APPENDIX A -- Euthanasia Policy and Protocol

1. Purpose
  - a. WCHS is a managed intake shelter. We strive to save all animals, though this is not always reasonable with our limited resources. There are special circumstances where euthanasia may be necessary. This policy shall help guide the decision and should be easily available for all staff members to read.
2. Protocols
  - a. Euthanasia protocol must follow the highest standards of humane practice, in accordance with state and county laws.
  - b. Only a veterinarian can perform the procedure unless special circumstances arise, which will require approval from a member of the Board of Directors, The Medical Advisor (if available), and veterinarian approval.
  - c. Euthanasia can only be performed at the WCHS facility or in a clinic or hospital setting.
  - d. Euthanasia cannot be performed without a signed written authorization (email is acceptable, or phone call in emergencies when at the vet already) by the Director of Shelter Operations or Manager, and the consulting veterinarian.
  - e. Exceptions to the policy will be determined on a case by case basis.
3. Selection Criteria
  - a. Euthanasia determination
    - i. Authorization for euthanasia must be made by an experienced Animal Care Manager, or Director of Shelter Operations, or a Board Authority, in agreement with one other member of the Board of Directors, The Medical Advisor (if available), and the consulting veterinarian.
    - ii. Staff members and volunteers may be consulted before final decision is made. If staff/volunteers want to foster or adopt the animal, the request should be considered by the Board of Directors before a decision is made.
    - iii. Hold time is the period an animal stays at the shelter. All stray animals are subject to a 3 day (without any known owner) or 6 days (with known owner or identification). Hold time equals a period of six months for terminally or chronically ill or injured animals on manageable treatment. Upon completion of six months, a re-evaluation of the case will be conducted, and if the animal is kept, every three months the care will be re-assessed. If a behaviorist is available, s/he shall be consulted before any euthanasia decision is made. At the time of re-assessment and re-evaluation, transfer options and resources should be looked into. (See transfer guide for resources).
    - iv. Terminally or chronically ill or injured animals need not undergo the hold time if their health is in a state of emergency.
      - b. Specific case criteria
        - i. Animals cannot be euthanized solely for space reasons.
        - ii. Physical condition, age, level of pain and distress must be assessed before the decision for euthanasia is made. Healthy animals (bright/alert/responsive, with no terminal disease process or permanently debilitating neurological problems) are not candidates for euthanasia, unless serious and untreatable behavior problems occur.
        - iii. Animals with pre-existing behavior problems should not be accepted to WCHS without board approval. WCHS doesn't have resources or behaviorists to help consult on severe behavior cases.
          1. Only untreatable or unmanageable behavior disorders (advanced cognitive dysfunction), or behavior conditions that pose serious risk to humans or other animals (severe and/or multiple aggression types) can be considered for euthanasia and not need to undergo hold time.
        - iv. Realistic financial resources to be committed to a single animal should be discussed between the Director of Shelter Operations or Manager, The Medical Advisor, the consulting veterinarian, and the treasurer.

1. Hope Fund approval should be considered for animals with treatable illnesses or injuries. (see Hope Fund)
- v. When possible, transfer of all animals must be considered. If no rescue or shelter has the ability to accept the animal within one thousand miles of WCHS headquarters and all options have been exhausted, then euthanasia can be considered.
  4. State Laws
    - a. Wolf dogs
      - i. Known or suspected wolf hybrids are not to be accepted at WCHS.
      - ii. A wolf hybrid that has been exposed to a rabid animal can be euthanized immediately, in accordance with the Washington Administrative code (WAC chapter 246-100-197).
    - b. Rabies Exposed Animals
      - i. See WAC 246-100-197 for information as protocols are based off their Rabies vaccination status, shelter status and species.
        1. Cats, Ferrets, Dogs, Wolf Dogs and any Hybrids are subject to quarantine periods or immediate euthanasia.
      - c. Declared Dangerous Dogs
        - i. Animals that have been declared dangerous are subject to a behavior examination and assessment of adoptability. Euthanasia may be considered if the animal has severe behavior issues that cannot be managed.
        - ii. No declared dangerous dog should be accepted to WCHS.
5. Medical Records
  - a. Animals medical records must be kept for three years, filed in “Euthanasia 20\_\_” file with all signed euthanasia documents.
  - b. A copy of the Euthanasia Exemption Form must be completed and saved in the correct Euthanasia document folder.

## **APPENDIX B – Pooch Park Bylaws**

Section 1. Pooch Park’s purpose is to support and promote the development and sustainability of an off-leash dog park to encourage the well-being of dogs and their owners, which includes socialization, good health, exercise, and a community spirit among dog owners. The Pooch Park from its inception was designed and built to be a first-class facility. This includes good sanitation, all amenities maintained in good order, landscaping well maintained and replaced or added to as appropriate, and meeting the needs and wants of our clients: the members of the Pooch Park and their dogs.

Section 2. Pooch Park (PP), a unit of Whitman County Humane Society (WCHS), relies upon the WCHS for land, non-profit status and support. The park is an off-leash dog park that is part of the WCHS campus and shares its 501(c)3 status. The land is owned by WCHS.

Section 3. The PP committee will provide guidelines which include setting membership fees to ensure long-term maintenance of the park, establishing dog park rules and dealing with the violation of the rules or misuse of the park facilities.

Section 4. A WCHS Board member will chair the Pooch Park committee. In the event of co-chairs, at least one of the chairs must be a WCHS Board member. Chair(s) will be voted on annually at the September meeting.

Section 5. Meetings will be held on a monthly basis. Location and time will be determined by the majority of the committee members at the September PP meeting.

Section 6. Committee members do not need to be voted onto the committee to participate. Members must attend two consecutive meetings, and at their third meeting their voting rights will be granted. If a member has two unexcused consecutive meetings, then their voting privileges will be considered inactive. Resuming attendance at meetings will reinstate voting privileges. A member of the PP committee may be removed by majority vote of the committee.

Section 7. The WCHS Business Manager and the WCHS Director of Shelter Operations are non- voting members of the PP committee. A member of the PP committee will provide a monthly income, expense and net balance report at each monthly meeting from the WCHS Business Manager.

Section 8. Fifty percent of the members of the committee constitutes a quorum. Over half present will represent majority vote. If an issue needs to be acted upon between meetings, then an email vote will be taken, and a majority of responses will be considered a pass.

Section 9. The PP funds will be under a separate account from general WCHS operations accounts. All Pooch Park membership funds must be allocated to the PP account. All donations designated to PP must be allocated to the PP account.

Section 10. The net balance figure must not go below \$6000 in reserves at any time during the year to ensure there are annual funds for yearly maintenance. If amount fall below the minimum reserves, PP will suspend payment to WCHS. WCHS will accrue all charges to be repaid by PP. A PP meeting will be scheduled with the WCHS board if the amount falls below \$7000 to

discuss a payment schedule. If costs to maintain the park increases the committee will increase the minimum reserves to meet the new need.

Section 11. Average costs incurred by to the WCHS in running the PP each month will be reimbursed on the following basis: 20% of membership income each month will be transferred to general operations. Transfers will take place once a month based upon that month's membership by the 5<sup>th</sup> day of the following month.

Section 12. As of March 1, 2016, PP owes WCHS \$13,334 for parking lot grading, graveling and paving. Pooch Park will return \$110 per month to the WCHS building fund for 120 months after an initial payment of \$134. If funds allow, extra payments may be made on a case-by-case basis. Amounts due will be adjusted/postponed if minimum threshold of required bank balances comes close being breached.

Section 13. Any sub-committee formed to raise funds for PP will be an ad hoc committee of the PP Committee. The chair of the ad hoc committee must be a member of the PP committee and report back to the PP committee. Any member of the ad hoc committee may or may not be members of the PP committee. The ad hoc committee will notify the PP committee, who by majority vote (email or in person) will decide on estimated expense, general budget and distribution of net funds.

Section 14. All committee members, with voting privileges, will be emailed a copy of submitted incident report and get a 50% response from current active members how to proceed. Committee members have three days to respond, which will allow for a committee response to be drafted and sent to the involved parties within seven (7) days. We expect that if the committee member has a personal relationship that could induce bias, he or she will abstain from the proceedings.

Section 15. Additional Documentation: See Waiver, Application, and Park Rules. PP By-Laws will be reviewed annually at the February committee meeting. The PP by-Laws will be provided to the WCHS if there any there are changes.

## APPENDIX C - Conflict of Interest

### 1. Purpose

The purpose of this policy is to protect the interests of *Whitman County Humane Society* by: (a) preventing the personal interest of the Board, Employees, and Independent Contractors from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

### 2. Persons Concerned

This statement applies to Board Members, Officers, and all Employees who can influence the governance and actions of *WCHS*. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding *WCHS*.

### 3. Identifying Conflicts of Interest

a. A potential conflict of interest arises when a director, officer or key person, or that person’s relative or organization (a) stands to gain a financial benefit from an action the *WCHS* takes or a transaction into which *WCHS* enters; or (b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the director, officer, or key person in discharging their duties to *WCHS*.

b. Examples of potential conflict of interest - It is impossible to list all possible circumstances that could present conflicts of interest but potential conflicts of interest include situations in which a director, officer, or key person or that person's relative or organization:

- i. Serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any organization that operates in direct opposition to the interests of *WCHS*;
- ii. Has ownership or investment interest in a third party that the *WCHS* deals with or may deal with;
- iii. Receives or may receive compensation or other benefits in connection with a transaction into which *WCHS* enters;
- iv. Serves on the board of directors for another nonprofit organization that competes with the *WCHS* for funding or contracts;
- v. Has a relationship that falls under Appendix D - Nepotism Policy

c. A potential conflict is not necessarily a conflict of interest. A person has a conflict of interest only if the Board of Directors and other Interested Persons on the audit committee determine that a conflict exists.

### 4. Procedures

#### a. Duty to Disclose

i. Each Member, Director, Officer, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

#### b. Investigating Conflicts

i. When a potential Conflict of Interest is disclosed, the Governing Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

ii. Any potential conflict of interest will be documented in board meeting minutes and shall include the following:

1. The name of the interested party and nature of the potential conflict;
2. A summary of the information collected and statements by interested parties;
3. The decision as to whether the interest presented a conflict of interest;
4. Any alternatives proposed to minimize or eliminate the conflict of interest;
5. The action taken, disciplinary or otherwise, and the rationale for the decision.

c. Addressing a Conflict of Interest

- i. If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating the relationship or employment with *WCHS*.
- ii. Affected parties both within and outside of *WCHS*, including directors, members, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

d. Disciplinary Action

- i. All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.
- ii. If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.
- iii. After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

e. Notice of Annual Statements

- i. Every Director, Officer, Employee, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with *WCHS* and must do so annually. Failure to sign does not nullify the policy.

5. Acknowledgement

- a. By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with *WCHS*, including their duty to disclose any known or potential conflicts of interest.
- b. The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with *WCHS*.

## **APPENDIX D - Nepotism Policy**

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the organization and its employees.

1. For the purposes of this policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner.

2. It is the goal of *WCHS* to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The organization may allow existing personal relationships to be maintained or employ individuals with personal relationships to current employees or directors under the following circumstances:

- a. Individuals may not work under the supervision of the same manager;
  - b. They may not create a supervisor/subordinate relationship with a family member;
  - c. They may not supervise or evaluate a family member;
  - d. The relationship will not create an adverse impact on work productivity or performance;
  - e. The relationship may not create an actual or perceived conflict-of-interest;
  - f. They may not be employed if a member of the employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on WCHS Board or any Committee which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.
- i. The Board of Directors may vote to allow exceptions to section f, provided that the employee's relative serving on the board abstains from any vote that directly impacts the employee's position or compensation.

3. No personal employee relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate.

4. This policy must be considered when hiring, promoting or transferring any employee. Should relationships addressed within this policy be identified with either candidates for employment or, current employees the matter should be immediately reported to the President of the Board of Directors and the following policies and procedures will be followed:

a. A determination will be made whether the relationship is subject to WCHS's Nepotism policy based on the conditions described above.

b. If the relationship is determined to fall within one or more of the conditions described in this policy the Board of Directors in consultation with the affected employees will attempt will to resolve the situation through the transfer of one employee to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified.

c. If accommodations are not feasible then, with the affected employee or person's suggestions, the Board of Directors shall determine which employee or director must resign in order to resolve the situation.

5. WCHS reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve this intent of this policy. WCHS reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis. It is the responsibility of every employee to identify to the organization's Board of Directors any potential or existing personal relationship which falls under the definitions provided in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

Whitman County Humane Society  
Conflict of Interest Disclosure Statement

By signing below, I affirm that:

1. I have received and read a copy of the Conflict of Interest and Nepotism Policies;
2. I agree to comply with the policies;
3. I have no actual or potential conflicts as defined by these policies or if I have, I have previously disclosed them as required or am disclosing them below.

Disclose here, to the best of your knowledge:

1. Any entity in which you participate (as a director, officer, employee, interested person) with which the WCHS has a relationship or that would be in direct opposition to the interests of the WCHS;
2. Any transaction in which the WCHS is a participant as to which you might have a conflicting interest;
3. Any relationship that could result in violation of the Nepotism policy, and
4. Any other situation which may pose a conflict of interest.



Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_