



**Canadian Amphibian and Reptile Conservation Network
Réseau Canadien de Conservation des Amphibiens
et des Reptiles**

GOVERNING DOCUMENT AND BYLAWS

January, 2012

GOVERNING DOCUMENT

I. Name

The organization shall be called the “Canadian Amphibian and Reptile Conservation Network” (in French: «Réseau Canadien de Conservation des Amphibiens et des Reptiles»); abbreviated as CARCNET/RÉCCAR), hereinafter referred as “the Network”.

II. Mission

In recognition of the inherent value of all native amphibians and reptiles, the Network shall be devoted to fostering the conservation of Canada's native species of amphibians and reptiles and their ecological and evolutionary functions in perpetuity.

III. Purposes

1. To promote scientific investigations relevant to the conservation of amphibian and reptile populations in Canada and to disseminate the results.
2. To promote public education programmes and community projects that further public awareness and advance our knowledge of the conservation biology of amphibian and reptile populations in Canada.
3. To promote projects that support the conservation or restoration of amphibian and reptile populations and habitats.
4. To promote closer cooperation and understanding among and between amateur and professional herpetologists so that they may work together in common cause for the conservation of Canada’s amphibians and reptiles.

VI. Bylaws

The Network shall establish bylaws to regulate its organization and procedures.

V. Non-profit charitable status

The Network shall carry on without purpose of gain for its members, and any profits or other accretions to the Network shall be used solely to promote its objectives as permitted by law.

VI. Amendments to the Governing Document

Amendments to the Governing Document of the Network must be approved unanimously by the members of the Board of Directors and shall be ratified by vote of the assembled membership of the Network at its next available general meeting.

VII. Dissolution

The Network may dissolve itself by unanimous consent of the board, provided it has no outstanding debt.

BYLAWS

I. Activities of the Network

In furtherance of its stated purposes the Network shall foster the conservation of Canada's native species of amphibians and reptiles by:

1. Supporting the development of standardized and statistically meaningful protocols for monitoring amphibian and reptile populations;
2. Supporting the creation and preservation of habitat to maintain healthy amphibian and reptile populations in Canada;
3. Providing opportunities for discussion and the dissemination of information by any appropriate means, including meetings, workshops, publications and the internet;
4. Maintaining co-operative links with organizations, agencies and institutions whose activities benefit the conservation of amphibians and reptiles, both inside and outside Canada; and/or
5. Pursuing any other activities relevant to its mission.

II. Officers

1. The Board of Directors of the Network (hereinafter "the Board") shall ordinarily consist of 11 members but not less than 7, as follows:
 - i. **Vice-Chair** (Chair-elect)
 - ii. **Chair**
 - iii. **Past-Chair**
 - iv. **Treasurer**
 - v. **Secretary**
 - vi. **Directors-at-large**
2. The term of office of the Chair of the Network is two years. Upon completion of the two-year term of office of the Chair, the Vice-Chair (Chair-elect) will assume the office of the Chair. The outgoing Chair will assume the office of Past-Chair for two years. The outgoing Past-Chair is eligible for renewal of office for one additional three-year term as a Director-at-large if he or she has served for less than nine consecutive years.
3. The term of office of a Director other than the Chair, Vice-Chair and Past Chair shall be three years, renewable twice. Renewal of office shall require at least a 2/3 majority vote from all remaining Directors.
4. After having served on the Board for three consecutive terms, Directors are eligible for re-election to the Board after a one-year absence, but will not be re-elected for an additional two years if other candidates are available to fill board vacancies.
5. Should the Chair leave office before the end of the normal two-year term, the Vice-Chair shall assume the office of Chair and an election may be called in order to fill the office of Vice-Chair.
6. Should a Director other than the Chair leave office before the end of the normal three-year term, an election may be called in order to fill the vacancy.
7. Any Director may be removed from office by a 3/4 majority vote of the remaining Directors.
8. Directors give of their time freely to the Network without monetary compensation.

III. Elections of officers

1. Election of the Vice-Chair (Chair-elect):
Any Board member may put forward the name of any other Member of the Network in good standing to fill the office of Vice-Chair, provided the nominee consents in writing. The winning candidate will require the most votes (plurality vote) from the membership.
2. Appointment of Directors:
Any Member of the Network in good standing may put forward the name of any other Members of the Network in good standing, with approval by the Board, to fill a Board vacancy. The winning candidate will require the most votes (plurality vote) from the membership.
3. Elections:
Elections may take place at the AGM or electronically. The membership will be notified prior to an election and there will be a set period of time during which the membership may cast their votes.

IV. Committees

1. Standing committees:
 - 1a. Standing Committees, appointed by the Chair, are as follows:
 - i. **Awards and Scholarships Committee**
 - ii. **Membership Committee**
 - iii. **Nominating Committee**
 - iv. **Outreach and Volunteers Committee**
 - v. **Management and Publications Committee**
 - vi. **Meetings and Workshops Committee**
 - 1b. Standing Committees may be dissolved or redefined, or new Standing Committees may be organized by the Chair with the approval of the Board, as the need arises.
 - 1c. Chairs of Standing Committees shall be appointed by the Chair, subject to the approval of the Board.
 - 1d. The Board may define the duties and tasks to be performed by the Standing Committees.
2. Ad hoc committees may be appointed by the Chair to undertake specific tasks.
3. Any member of the Network in good standing may be a member and/or Chair of any committee aside from the Nominating Committee, which is composed only of Board members.
4. Committees shall report to the Board.

V. Meetings

1. The Network shall hold meetings as it deems advisable.
2. An Annual General Meeting of the membership shall be conducted during which the business of the Network may be discussed, including reports from the committees and Network's financial statement, and elections may be held.
3. The Network may organize workshops on particular subjects relevant to its mission. These may be held in conjunction with meetings of the Network.

VI. Membership

1. Anyone who is interested in the objectives of the Network is eligible for membership. Membership can be attained by application to the Treasurer.

2. A membership fee, at a rate determined by the Board, will be charged to belong to Network.
3. To be a Member in good standing a person must not be in arrears for dues. The fiscal year to which a membership term applies is the same as the calendar year.

VII. Amendments to the bylaws

Bylaws for the conduct of the business of the Network may be enacted, amended, or repealed by a 2/3 majority vote of the Board and shall be ratified by vote of the assembled membership of the Network at its next available general meeting.

VIII. Publications

1. **The Canadian Herpetologist:**
The Network shall support and contribute to The Canadian Herpetologist as its official newsletter and information bulletin.
2. **Special Publications:**
The Network may undertake to produce and publish special publications on subjects relevant to its mission.

IX. Awards

The Network may give awards to deserving persons in light of its mission. Rules for awards, including eligibility, choice of awardee, value and content of the award, etc., may be set by the Board. Awards include:

- i. **Blue Racer award**, which is presented to an individual in recognition of cumulative contributions to research and conservation of amphibians and reptiles in Canada;
- ii. **Silver Salamander award**, which is presented to an individual or an organization in recognition of a specific contribution to the conservation of amphibians and reptiles in Canada;
- iii. **Best student platform presentation award;**
- iv. **Best student poster award;** and
- v. **CARCNET/ RECCAR scholarship**, which is awarded annually to students conducting research to support amphibian and reptile conservation in Canada.

X. Finances

The Network's net revenues from membership fees, donations and other sources shall only be used for expenses in furtherance of the Network's mission. These expenses may include the publication of a newsletter and the funding of awards, as determined by the Board.

XI. Dissolution

Upon the dissolution of the Network, the assets remaining after the payment of all costs, charges and expenses, including the remuneration of a liquidator, and after the payment of any debts of the Network, shall be distributed to one or more charitable institutions for the purpose of conserving amphibians and reptiles or their habitats, upon recommendation by the Board.