

The Constitution of SAVE THE FROGS! Colombia

Article One Name of Organization

- The name of this organization shall be SAVE THE FROGS! Colombia

Article Two Purpose of Organization

- The mission of SAVE THE FROGS! Colombia is to protect Colombia's amphibian populations and to promote a society that respects and appreciates nature and wildlife.
- SAVE THE FROGS! Colombia is dedicated exclusively to environmental conservation and education.
- Our vision is a Colombia in which not a single amphibian species is threatened with extinction.
- To provide opportunities for gaining increased knowledge and understanding of community, national, and world affairs regarding amphibian populations.
- To open avenues of personal and group action leading to the advancement of increased knowledge and goodwill towards amphibian populations.
- To be an active member of and contributor to the worldwide SAVE THE FROGS! community.

Article Three Derivation Of Authority

- SAVE THE FROGS! Colombia recognizes that it receives its right to function from SAVE THE FROGS! (www.savethefrogs.com), a public charity headquartered in Los Angeles, California, USA.

Article Four Membership

- Membership in this organization will not be restricted on the basis of race, color, religion, national origin, disability, sexual orientation, veteran status, sex, university affiliation or age.
- All active, individual members are entitled to all the rights and privileges of membership, and all individual members are to share in SAVE THE FROGS! Colombia responsibilities, which include supporting the organization's purpose, mission, and vision and constructive participation in the meetings and activities.
- To maintain active membership, members of the organization should attend at least 50% of the official meetings and activities. Failure to do so may terminate membership.



- Members are encouraged to take part in the organization's educational and conservation events aside from official meetings.
- The organization will seek Charter Members. Charter Memberships will be made available to the worldwide public for a single 7-day period and will be offered for a minimum of \$25. All Charter Members will receive a Certificate of Appreciation and their names will be recognized on a permanent webpage of the organization unless the member requests anonymity.
- Charter Members will not have voting privileges. Charter Members will be eligible for the same membership benefits afforded to other non-officer members (excluding voting privileges) for a five-year period subsequent to becoming a Charter Member.
- The officers upon majority vote hold the right to terminate a member's membership if the member fails to comply with the organization's policies or values.

Article Five **Officers**

- SAVE THE FROGS! Colombia will consist of the following officers: president, vice-president, secretary, treasurer, historian, ambassador and parliamentarian. All officers will work to grow the chapter's active membership base and assist in the chapter's amphibian conservation and education initiatives.

The president will have the following duties:

- To preside over meetings in the organization.
- Develop all meeting agendas and distribute the agenda to other officers for comment, editing, or additions three days prior to the meeting.
- To lead the organization in all local, district, or national projects.
- To represent the organization in all community and organizational functions.
- Maintain effective communication with members, officers, advisor(s), and with SAVE THE FROGS! World Headquarters.
- Assist the historian in the creation of an Annual Report and give a presentation on the organization's accomplishments and future objectives once per year.

The vice-president will have the following duties:



- To serve as the organization president if the president is unable to fulfill his or her duties either temporarily or permanently.
- To support the organization president.

The secretary will have the following duties:

- To ensure that all aspects of the meetings are in order.
- To record minutes of all board and organization meetings. These records must include all members present, guests present, presiding officer, speaker and subject, and any business conducted. A copy of the minutes must be provided to officers and advisor(s) within 7 days of the meeting. Secretary will ensure that minutes are available if a member requests them.
- Keep attendance records.

The treasurer will have the following duties:

- To organize all accounting and budgeting procedures for the coming year.
- To never retain cash and to promptly deposit funds into the organization's bank account. Be certain the organization's bank account is in order.
- To always obtain and archive a receipt for any expenditure of funds.
- To always give a receipt upon receiving payments.
- To keep the officers and advisor(s) informed of the organization's financial position.
- To properly document the chronological flow of funds and to keep all records accurate and up-to-date.
- To properly oversee the collection of money from fundraisers, donations, etc.

The historian will have the following duties:

- To keep a record of the organization's activities and achievements.
- Take pictures at projects, fundraisers, social and/or special events.
- To compile and oversee award nominations for members of the organization.



- Assist the president in preparing an Annual Report once per year.

The ambassador will have the following duties:

- To promote the chapter to the general public and to organizations that can assist our mission.
- To regularly interact and collaborate with ambassadors of other SAVE THE FROGS! chapters
- To represent the chapter at national and global SAVE THE FROGS! meetings and conferences or online events when possible.

The parliamentarian will have the following duties:

- To ensure that the officers are fulfilling their duties and the meetings are run properly.
- To ensure that the organization is acting according to its constitution

- The term of office is one year. Officers are eligible to serve a second year if voted in for a second term. No officer may serve more than two consecutive years.
- The officers hold an officers-only meeting once a month. This meeting can take place in person, online, or via phone.
- Failure to fulfill officer duties will warrant removal from his or her position within office. To expel an officer, four of the six other officers must vote in favor of the expulsion.

Article Six Elections

- The first elections will be held at a meeting within ninety days of the ratification of this constitution.
- Subsequent elections will be held at a meeting in May of each year (except for when the initial election took place earlier that year).
- Nominations for subsequent elections will take place at a SAVE THE FROGS! Colombia meeting approximately one month before elections take place. Potential nominees may give a 2-minute maximum speech at this meeting. Any active member will be allowed to submit nominations at the meeting once speeches are concluded. A secret ballot will be used as the method of voting. The current officers will be responsible for tallying up the results. Any member who obtains three or more nominations will become an official nominee.



- On election day, if a tie occurs, each nominee will restate their qualifications and ideas to the club and another vote will take place.
- For the months of May and June, newly elected officers will be mentored by the outgoing officers to allow for a proper transition of power.
- Newly elected officers assume office the first day of July following their successful election.

Article Eight Meetings

- SAVE THE FROGS! Colombia will meet monthly to discuss organizational issues, take votes and further the organization's mission; all active members may attend.
- The president presides over the meeting (or vice-president in the event of president's absence).
- Officers are encouraged to be at every meeting unless a time conflict ensues.
- In the event for scheduling special meetings, an email will be sent to members notifying them at least three days in advance.
- All votes related to officer positions take place at meetings.
- During the meetings, the following parliamentary procedures will be enforced in relation to motions and votes not pertaining to officer elections or expulsions:
 - For a vote to take place, a motion must be made and seconded by another member.
 - Every member has the right to speak on a motion before it is voted on; a right that will not be interfered with unless a motion is put into place to limit debate. Members get two minutes maximum to speak.
 - A vote is considered successful if a simple majority of members in attendance vote to approve and if a quorum exists.
 - A quorum is the minimum number of members that must be present at the meeting to make the proceedings of that meeting valid. For this organization, a quorum will be seven members and must include three officers.
 - A motion to amend a previous vote is permissible.
 - A motion to adjourn the meeting may be made by any officer.

Article Nine Finances



- The amount of membership dues and the method of collection will be decided by a majority vote of the executive officers once per year.
- SAVE THE FROGS! Colombia will strive to be financially independent so as to ensure the longevity and optimal functioning of the organization.

Article Ten Amendments

- Only officers have the authority to propose amendments to the constitution.
- Amendments require the favorable votes of no less than two-thirds of meeting attendees and at least four officers to become effective.
- Amendments will be submitted to SAVE THE FROGS! World Headquarters within seven days of taking effect.

Article Eleven Ratification

- This constitution shall become effective upon approval by: (1) a majority of the founding members of SAVE THE FROGS! Colombia; (2) the Executive Director or President of the Board of Directors of SAVE THE FROGS!.
- Approval is via a signature on the final page of this Constitution.



**Signatures Confirming Ratification
Of
The Constitution Of SAVE THE FROGS! Colombia:**

Kerry Kriger, Ph.D.
SAVE THE FROGS! Founder & Executive Director
November 17th, 2015



(Signature)

SAVE THE FROGS! Colombia Founding Members Who Are Signatories Of This Constitution:
(Include Printed Name, Signature & Date Below)

 Cristian Jaramillo 17/11/2015

Kevin Jaramillo 17/11/2015

Nathaly Rojas Higuera 17/11/2015

 Catalina Reyes Vargas 17/11/2015

Catalina Reyes Vargas 17/11/2015

Angela Cantillo González

Julian Emilio Casas Vargas