

Existing Policies

1. Policy on Public Statements
2. Policy on Boarding of Cats or Dogs
3. Feral Cat TNVR Policy
4. Fireworks Display Policy
5. Non- Discrimination Policy
6. Conflict of Interest Policy Statement

1. Public Statement Policy

Public statement on controversial issues should be issued in the name of the president of the Board of Directors of the Redwood Coast Humane Society. Policy has been established that the RCHS President is the official spokesperson. Therefore, Directors and Committee Chairs are prohibited from making public statements on behalf of the RCHS.

2. Boarding Cats and Dogs Policy

In the event that private foster care of affiliated animal shelter services cannot reasonably be obtained, Redwood Coast Humane Society may utilize the services of Bed and Bone boarding facility for temporary boarding not to exceed seven days under the direction of the Dog or Cat Coordinator. Upon termination of a seven day period the Board of Directors will determine next course of action.

3. Feral Cat TNVR

RCHS has adopted a policy called "trap/neuter, vaccinate and release" or TNVR. Studies have shown that TNVR to be the most humane and effective way to manage feral cat colonies. The cat is trapped and taken to the vet where it is spayed/neutered, tested for feline leukemia (Felv) and Feline Immunodeficiency Virus (FIV), vaccinated for Rabies, allowed adequate time to recover and then released back where it was trapped.

4. Fireworks Position Paper

The Redwood Coast Humane Society is oppose dot the local fireworks in Gualala sponsored by the Gualala Festival's committee. Research supports that using fire works near wildlife and companion pets is both cruel and inhumane.

Firework displays and celebrations cause confusion, anxiety, and fear in the lives of animals. Although our primary focus is companion animals, the mission of the RCHS is "...to promote respect and understanding for all animals, advocate for their welfare and to strengthen the bond between pets and their people through education..." This includes the five species of nesting birds on Gualala Point Island, the night roosting Brown Pelicans who are on the National and State Endangered Species List.

5. Non-Discrimination Policy

It is the policy of the Redwood Coast Humane Society (RCHS) to provide services to all persons without regard to race, color, national origin, religion, sex, age, or disability. No person shall be excluded from participation in, or be denied the benefits of, any service; or be subjected to discrimination because of race, color, national origin, religion, sex, age, or disability.

Complaint of Discrimination Policy & Procedure: This policy statement complies with the Civil Rights Act, Title VI [45 CFR part 80.7 (b)] and section 504 of the Rehabilitation Act of 1973 [45 CFR part 84.7 (b)]. If you feel that you have been denied a benefit or a service because of your race, color, national origin, age, sex, disability, or religion, you may file a Complaint of Discrimination with the RCHS Vice-President of the Board of Directors either verbally or in writing. A written response will be issued to you within 21 days of the complaint notice. You may also file a complaint with an external agency. If you choose to file your complaint in writing, you must include your name, address, telephone number, and a brief description of what occurred which led you to believe you were discriminated against. If you need assistance, the RCHS Vice-President of the board of Directors will be able to assist you.

6. Conflict of Interest Statement

Article I Purpose

The purpose of this policy is to protect the Redwood Coast Humane Society's (RCHS) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the RCHS or might result in a possible excess benefits transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any director, officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest. A person has a financial interest if the person has, directly or indirectly through business, investment, or family:

- a. An ownership or investment interest in any entity with which the RCHS has a transaction or arrangement.
- b. A compensation arrangement with the RCHS or with any entity or individual with which the RCHS has a transaction or arrangement (not to include reimbursement of expenses), or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the RCHS is negotiating a transaction arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining whether a conflict of interest exists

After disclosure of a financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing a Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate the alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the RCHS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the RCHS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

1. A voting member of the governing board who received compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflict of interest policy.
2. Has read and understands the policy.

3. Has agreed to comply with the policy.
4. Understands the RCHS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the RCHS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall be conducted annually, at a minimum, and shall include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to the RCHS's written policies, are properly recorded, reflect reasonable investment or payment for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII Use of Experts

When conducting the periodic reviews as provided for in Article VII, the RCHS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.