

## BYLAWS FOR HEART2HEART PET LIFELINE

### **Article I – Name/Purpose**

**Section 1: Name:** The name of the organization shall be Heart2Heart Pet Lifeline (also referred to in these bylaws as the “Organization”).

**Section 2: Mission:** Recognizing the healing power of companion animals, the mission of Heart2Heart Pet Lifeline is to keep pets out of shelters and rescues and help owners keep them in loving homes. To that end, we provide financial assistance for veterinary care to pet families in need who would not otherwise receive care. No owner should have to choose between medical care and euthanizing or surrendering a pet.

**Section 3: Purpose:** The purposes of the organization shall include, but shall not be limited to, the following: to provide monetary assistance to pet owners who cannot financially bear the cost of veterinary care; to raise money through fundraisers and donations for the advancement of our mission.

### **Article II – Membership**

**Section 1: General Membership:** This organization will not have voting members.

**Section 2: Donors and Volunteers:** Financial supporters will be given the title of ‘Donor’ and volunteers will be given the title of ‘Volunteer.’ Neither Donors nor Volunteers will have voting rights. Volunteers will be required to complete a volunteer application, which will be subject to majority vote of the Board of Directors. Volunteers accepted to the Organization are allowed to participate in the activities of the Organization as described in Article I, Section 2.

### **Article III – Powers**

**Section 1: Direction of Powers:** The general powers of the Organization will be exercised by, its property controlled and its business and affairs conducted by or under the direction of the Board of Directors (hereinafter referred to as the Board). The Board may act only by a majority vote of all the Directors of the Board in the matters declared above.

**Section 2: Discrimination:** The Organization shall not apply its standards, policies, procedures or practices inequitably or single out any particular party for disparate treatment unless justified by substantial and reasonable cause. The Organization shall not discriminate against any reasonable application for a Volunteer for their race, religion, creed, country of origin, marital status or sexual preference.

### **Article IV – Structure of the Board Members**

**Section 1: Board Role, Size, Compensation:** The Board is responsible for overall policy and direction of the Organization. The Board shall consist of not fewer than three (3) members nor more than twenty (20) members. Board Members receive no compensation other than reasonable expenses after supplying receipts to the Treasurer.

**Section 2: Meetings:** The Board shall meet at least four times a year in an agreed upon time and place.

**Section 3: Action Without Meeting:** Actions required or permitted to be taken by the Board may be taken without a meeting. All of the Officers entitled to vote must, individually or collectively, consent in writing or through electronic mail to such action. Except when urgency prevents, items for an email vote shall be sent to board

members not less than 48 hours prior to the start of voting to permit an email discussion of the topic prior to submittal of votes.

**Section 4: Terms:** All Board members shall serve three year terms. A Board member may serve an unlimited number of consecutive terms.

**Section 5: Quorum:** A quorum of at least 60% of the Board members must be present in person or electronically before business can be transacted or motions made or passed.

**Section 6: Notice:** An official board meeting requires that each Board member have written notice two weeks in advance. Any written notice via fax or email is acceptable. A shorter notice period may be used when urgency requires, but a quorum is still required to conduct business.

**Section 7: Officers and Duties:** There shall be four (4) Officers consisting of a President, Vice President, Treasurer, and Secretary. Their duties are as follows:

The President shall call and conduct board meetings, execute documents approved by the board, and serve as the primary representative of the organization.

The Vice President shall serve as the President's delegate as well as preside in the President's absence. A prime duty of the vice president be to review all financial transactions at least once per quarter (or month).

The Treasurer shall manage the financial affairs of the Organization and shall be responsible for all funds, properties and securities held by the Organization. The Treasurer shall make a report at each board meeting, reviewing all receipts and disbursements of the Organization. In addition, the Treasurer shall provide a monthly financial report to all Officers.

The Secretary shall be responsible for keeping records of the board meetings, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

**Section 8: Vacancies:** When a vacancy on the Board exists, the Secretary may receive nominations for new members from present Board members two weeks in advance of a Board meeting. These nominations shall be sent out to Board members with the regular Board meeting announcement, to be voted upon at the next Board member meeting. Board members are required to make a financial contribution to the organization.

**Section 9: New Board Members:** Applications for a Board member position will be accepted from any volunteer who has been actively involved with Heart2Heart Pet Lifeline for at least 6 months.

**Section 10: Resignation, Termination, Absences:** Resignation from the Board must be in writing and received by the Secretary. A Board member may be dropped for excess absence from the Board if she/he has unexcused absences from 50% or more of the Board during any twelve month period. A Board member may be removed for other reasons by a 60% vote of the remaining officers.

## **Article V – Rights of Inspection**

**Section 1: Inspections:** Every member of the Board shall have the right at any reasonable time and on written demand to examine and make copies of/from the relevant books and records of accounts, minutes and bylaws of the Organization.

**Article VI – Fiscal Year**

**Section 1: Fiscal Year:** The fiscal year shall be the calendar year, January 1 through December 31.

**Article VII – Dissolution**

**Section I:** The organization may be dissolved by not less than a two-thirds majority vote of the members in good standing.

**Section II: Distribution of Funds and Property:** Upon dissolution of the organization, no funds or property shall be distributed to any member or other individual. All funds and property shall, after payment of all outstanding obligations of the organization be donated to a 5.01(c)(3) non-profit corporation or government agency working for animal welfare.

**Article VIII – Amendments**

**Section 1: Amending the Bylaws:** These Bylaws may be amended when necessary with a 60% approval vote of the Board. All proposed changes must be delivered to Board members 30 days in advance of any vote.

These Bylaws were approved at a meeting of the Officers of the Board of Heart2Hearet Pet Lifeline on

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\_\_\_\_\_, President \_\_\_\_\_

\_\_\_\_\_, Vice President \_\_\_\_\_

\_\_\_\_\_, Secretary \_\_\_\_\_

\_\_\_\_\_, Treasurer \_\_\_\_\_