

**MO-KAN PET PARTNERS ASSOCIATION  
CONSTITUTION AND BYLAWS  
Dated June, 2016**

**ARTICLE I - NAME AND OBJECTIVES AND OPERATION**

**SECTION I**

The name of the Association, a Kansas Not for Profit Corporation, shall be Mo-Kan Pet Partners Association (abbreviated as "Association" in this document).

**SECTION II**

The objectives of the Association shall be to promote animal assisted intervention/activity (AAI/AAA) and/or animal assisted therapy (AAT) by:

(c) Linking Pet Partner<sup>®</sup> registered teams with facilities/organizations to provide services.

(d) Providing networking and mentoring for registered teams.

(a) Sponsoring Handler training and Therapy Animal Team evaluations by Pet Partner<sup>®</sup> licensed instructors and evaluators.

(b) Promoting the benefits of human/animal interaction.

**SECTION III**

The Association shall be operated solely for charitable and humanitarian purposes and shall not be operated for profit. No part of any profits or remainder or residue from dues, fees, or donations to the Association shall accrue to the benefit of any member or individual. The allocation and disbursement of funds shall be at the discretion of the Officers of the Board and consistent with the organization's objectives.

**ARTICLE II - MEMBERSHIP**

**SECTION I**

Eligibility: Available to all persons interested in and committed to the objectives of the Association. The members and/or Officers of the Board may award honorary memberships to persons who have donated time, talents or gifts that benefit the Association.

**SECTION II**

Dues: The amount of annual dues may be changed by a majority vote of members present at any regular, annual meeting. Dues are payable on or before the date of the Annual Meeting. Two months prior to the due date, a dues notice and a form designed to update member information shall be sent to all members by the Treasurer. Dues will be pro-rated for applicants joining during the year. Dues may be abated for those members who participate on the Board or those who have served the Association, such as evaluators, instructors or mentors. Members must perform this service within the year to be eligible for the abatement. The Officers of the Board will determine who should be offered abatement prior to the annual dues notice distribution.

### **SECTION III**

Member Responsibilities: Each applicant for membership shall submit the designated membership commitment form along with the appropriate dues payment for the current year. Memberships may represent animal/human teams or individuals. Only currently registered Pet Partner teams may visit under the auspices of Pet Partners. Memberships may be active or inactive, as defined in Section IV. Each active member will have one vote.

### **SECTION IV**

Active/Inactive Members Status: Active members are encouraged to volunteer time to benefit the Association including but not limited to attendance at the annual meeting, education events, team evaluations, demonstrations, and social activities. Inactive members are those who cannot fulfill the above requirements but wish to maintain their membership. Inactive members shall not have voting privileges. Members will keep the Association informed of current contact information. Members will comply with all Pet Partner and Association standards.

### **SECTION V**

Termination of Membership: Membership may be terminated by:

- (a) Resignation. Any member in good standing may resign by giving written notice to the Association.
- (b) Lapsing. Non-payment of dues thirty (30) days after the first day of the fiscal year (January 31) will be cause for termination. The Board may grant limited grace periods in special circumstances.
- (c) Expulsion. Any member who violates the standards of Pet Partners or the Association is subject to being dismissed by a majority vote of the Officers of the Board.

## **ARTICLE III – MEETINGS**

### **SECTION I**

Annual Association Meeting: The Annual Meeting shall be held during the first month of the Association Operating Year (June). In addition to regular business to come before the membership, the officers of the Association shall be elected at that time in accordance with Article IV. Newly elected officers shall assume office immediately upon the conclusion of the election. Each retiring officer shall provide to his/her successor all properties and records relating to the office within ten days after the election. Notice of the annual meeting shall be sent to members fourteen (14) days prior to the meeting by e-mail or postal mail. A quorum, defined as twenty five per cent (25%) of the Association's active members must be present for official business to be transacted.

### **SECTION II**

Special meetings: A special meeting of the membership may be called by the President, the Officers of the Board or by the Secretary upon receipt of a petition signed by three (3) active members. Notice of such special meeting, stating time, place and objective must be e-mailed or mailed by the Secretary to each member at least seven (7) days prior to the date of the meeting. A quorum, defined as twenty per cent (20%) of Association active members, must be present at any special meeting for official business to be transacted.

### **SECTION III**

Board Meetings: Any Officer of the Board may call a meeting of the Board upon his/her judgment. These meetings may be held in person, by e-mail, or by telephone conference call. A quorum, defined as fifty per cent plus one (50% +1) of the officers must be achieved in order for business to be transacted. A meeting of the Board shall be held within a month of the Association's annual meeting.

## ARTICLE IV - THE BOARD

The Board shall consist of the elected officers and appointees.

### SECTION I

Officers of the Board: Officers of the Association shall be the President, Vice President, Secretary, Treasurer and two (2) Members-at-Large. The officers shall constitute the voting members of the Board. All officers shall be elected by the membership at the Annual Meeting (Article VI, Section III) to serve terms of two (2) years, except the Members-at-Large whose term is one (1) year. The President and Secretary shall be elected in odd-numbered years. The Vice-President and Treasurer shall be elected in even-numbered years. Officers may be re-elected for an unlimited number of terms. Past President will serve as President Emeritus for a term of two (2) years after fulfilling term of President.

### SECTION II

Duties of the Officers:

**(a) President:** The President shall preside at all meetings of the Association and shall have the duties and powers normally associated with the office. He/she may vote on all business of the Association. He/she may appoint committees and /or persons to perform services for the Association. The President shall ensure that all business of the Association is maintained and records kept. When the organization is contacted directly by a facility, he/she (or appointed designee) will mentor said facility when establishing contact for visits and ensure facility programs are developed and a facility coordinator established. He/she will maintain effective communication with Pet Partners.

**(b) Vice-President:** The Vice-President shall, in the absence or inability of the President, perform the duties of President. The Vice-President is responsible for collecting membership forms, welcoming new members, and maintaining an accurate membership list. He/she insures that the list of local facilities enrolled with Pet Partners is current and that a current Mo-Kan Facility Visiting Program Description document exists for each facility. He/ she will communicate with Facility Coordinators regularly to monitor visiting program status.

**(c) Secretary:** He/she shall maintain the current roster of the membership, record minutes and keep a complete record of all meetings. It shall be his/her responsibility to ensure members are notified of meetings and receive necessary communication and correspondence.

**(d) Treasurer:** The Treasurer shall collect all monies due to and pay all expenses of the Association as directed by the Officers of the Board. He/she will acknowledge gifts to the Association, via correspondence to the donor and reports to the Board. The Treasurer shall maintain a record of all transactions. The Treasurer will balance the checkbook and maintain correspondence with the bank which holds the checking account. The Treasurer will submit all financial forms as required by regulatory agencies.

The Treasurer will prepare an annual operating budget to include regular income sources (e.g. membership dues). Usual and recurring expenses (based on historical data) will be approved at the first Board meeting of the operating year.

A current Treasurer's report will be given at each annual meeting of the Association and quarterly to the Board.

The President and Treasurer shall be authorized to withdraw money from the checking account. No person may sign a check where that person is the payee.

**(e) Members-At-Large.** He/she will represent the membership by attending Board meetings, participating in discussions and bringing new ideas to the Board. Members not previously serving on the board will be considered for these positions.

## **SECTION V**

Officer Vacancies: Any vacancies occurring in any office except for the President during the term of office shall be filled for the unexpired term of office by a majority vote of the members of the Board at its first meeting following the occurrence of such a vacancy.

## **SECTION VI**

Removal of Officers: Any Officer may be removed by a majority vote of the membership present at a regular or special meeting due to inattention to duties or for violation of Pet Partners/ Association standards. Any officer failing to attend two (2) consecutive regular Board meetings without a valid excuse shall have his/her office declared vacant. The Officers of the Board shall appoint a successor who will serve until the next annual meeting when an election can occur.

## **SECTION VII**

Additional Board Members: The President or a majority vote of the Officers of the Board may make appointments to the Board, other individuals who perform roles important to the operation of the Association (such as Team Evaluation Coordinator, Instructors, Web Site Manager or Special Events Coordinator) as necessary to facilitate the functioning of the Association. These individuals shall be ex officio (a voice but not a vote) members of the Board.

## **ARTICLE V - FISCAL MANAGEMENT**

### **SECTION I**

Approval of the Treasurer's report: The minutes of the annual and Board meetings will reflect approval of the Treasurer's report or the need for further evaluation. Subsequent meeting minutes will reflect changes to the report.

### **SECTION II**

Annual Audit: Within sixty (60) days of the conclusion of the operating year (May 31), the Treasurer's books shall be audited by three (3) active members of the Association as appointed by the Officers of the Board. The current budget shall precede the audit. The audit will concern the financial business associated with the Operating Year not the Fiscal Year. Auditors will be provided May's reconciliation. Each of the three (3) members will record the word "Approved" followed by his/ her name on the book following the review. Errors or discrepancies discovered will result in further evaluation by an outside agency. The same members will not perform the audit for two consecutive years. A report of the annual audit will be provided by the Audit Committee at the annual meeting.

## **ARTICLE VI - THE ASSOCIATION YEAR, NOMINATIONS, ELECTIONS**

### **SECTION I**

The Association Year: The Association's fiscal year shall begin on the first day of January and end on the 31st day of December. The Association's operating year shall begin on the first day of June and end the 31st day of May.

### **SECTION II**

Nominating Committee: During the first week of April, the Officers of the Board shall appoint a Nominating Committee consisting of three active members of the Association. The Board shall name

one of the three (3) as a Chairperson who will convene a meeting of the three (3) members on or before May 1. The Committee shall develop a single slate of candidates for the offices to be filled that year who will accept the nomination and who, in the opinion of the committee, will best represent the interests of the Association. The Nominating Committee will provide the slate to the Secretary prior to June 1. Additional nominations may be made from the floor during the annual meeting. Only active members who are not serving as an officer of another animal therapy organization shall be eligible for nomination. Eligibility must be determined prior to the vote.

### SECTION III

Elections: The nominated candidate receiving the majority votes for each office shall be declared elected. Elections will take place at the annual meeting.

### ARTICLE VII – COMMITTEES

Committees shall be appointed and dissolved by the President and the Officers of the Board as deemed necessary for the functioning of the Association. Each committee will be chartered with measurable outcomes. Such committees shall report to the Board as necessary.

### ARTICLE VIII - AMENDMENTS

This Constitution and Bylaws may be amended by a simple majority vote at any annual or special meeting called for any such purpose. Each member shall be notified fourteen (14) days (annual) or seven (7) days (special) prior to such meeting of the proposed amendments.

### ARTICLE IX – DISSOLUTION

The Association may be dissolved at any time by the written consent of not less than 2/3 of the active members. After payment of all debts of the Association, its property and assets shall be distributed to such charitable organizations as may be designated by majority vote of the members.

### ARTICLE X - ORDER OF BUSINESS

At meetings of the Association, the Order of Business shall be as follows: Call to Order, Roll, Welcoming of Guests, Reading previous meeting minutes, Treasurer's Report, President's Report, Committee Reports, Unfinished Business, New Business, and Adjournment. Roberts Rules of Order (Revised) shall prevail and govern the conduct of parliamentary procedure in this Association where no method is provided in these Constitution and Bylaws.

Signed this 20 day of June, 2016

<u>Alec Karleskult</u>	President
<u>Beth B. B.</u>	Vice-President
<u>Alice R. Sharp</u>	Secretary
<u>John Thomas</u>	Treasurer
<u>Pat White</u>	Member-at-Large
<u>Sammy J. Jones</u>	Member-at-Large