

MO-KAN PET PARTNERS ASSOCIATION BYLAWS

ARTICLE I - NAME, 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 interventions by:

- (a) Promoting the benefits of human/animal interaction.
- (b) Sponsoring Therapy Animal Handler training and team evaluations by Pet Partners® licensed instructors and evaluators.
- (c) Linking Pet Partners® registered teams with facilities/organizations to provide services.
- (d) Providing networking and mentoring for registered teams.

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 Leadership Team and consistent with the Association's objectives.

ARTICLE II - MEMBERSHIP

SECTION I

Eligibility: Available to all persons interested in and committed to the objectives of the Association.

SECTION II

Dues: The amount of annual dues may be changed by a majority vote of members present at any regular meeting. Dues must be received on or before the date of the Annual Meeting in order for members to vote at the 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 Financial Manager. Dues will be waived for new applicants joining during the operating year.

SECTION III

Member Responsibilities: Each applicant for membership shall submit the designated membership commitment form along with the dues payment for the current year. Only currently registered Pet Partners® teams may visit under the auspices of Pet Partners®. Each member will have one vote.

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. Members will keep the Association informed of current contact information. Members will comply with all Pet Partners® and Association standards.

SECTION IV

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) Lapsed. Non-payment of dues sixty (60) days after the first day of the operating year (or August 1) will be considered a lapsed membership.
- (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 Leadership Team.

ARTICLE III - MEETINGS

SECTION I

Annual Association Meeting: The Annual Meeting shall be held during the first month of the Association's Operating Year (June). In addition to regular business to come before the membership, volunteers serving as members of the current Leadership Team will be recognized. 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 per cent (20%) of the Association's members, must be present for official business to be transacted.

SECTION II

Special meetings: A special meeting of the membership may be called by any member of the Leadership Team upon receipt of a petition signed by three (3) members. Notice of the special meeting, stating time, place and objective must be e-mailed or mailed 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 members, must be present at any special meeting for official business to be transacted.

SECTION III

Leadership Team Meetings: Any member of the Leadership Team may call a meeting of the Team.

A quorum, defined as fifty per cent plus one (50%+1) of the Leaders must be achieved in order for business to be transacted. A meeting of the Leadership Team shall be held within a month of the Association's Annual Meeting.

ARTICLE IV - THE LEADERSHIP TEAM

SECTION I

The Leadership Team of the Association shall fulfill the role of a Board of Directors and shall be volunteers serving as the Chairperson, Financial Manager, Team Evaluations Coordinator, Education Coordinator, Events Coordinator, Website/Communication System Coordinator, Facebook Coordinator, and Members Support Coordinator. Each of these will be a voting member of the Leadership Team. Only registered Pet Partners® members who are not members of another therapy animal organization shall be eligible to serve.

SECTION II

Duties of the Leadership Team:

(a) Chairperson: The Chairperson shall preside at all meetings of the Association and shall have the duties and powers normally associated with the office of Chief Operating Officer. 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 Chairperson shall ensure that all business of the Association is maintained and records kept. When the Association is contacted, he/she (or appointed designee) will respond. He/she will maintain effective communications with Pet Partners®.

(b) Financial Manager: The Financial Manager shall collect all monies due to and pay all expenses of the Association as directed by the Leadership Team. He/she will acknowledge gifts to the Association via correspondence to the donor and reports to the Leadership Team. The Financial Manager shall maintain a record of all transactions and balance all accounts. He/she will maintain correspondence with all institutions with which the Association has a financial business relationship. He/she will submit all financial forms and annual reports as required by regulatory agencies.

The Financial Manager 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 Leadership Team meeting of the operating year.

A current Financial Manager's report will be given at each Annual Meeting of the Association and at least quarterly to the Leadership Team.

The Chairperson and Financial Manager shall be authorized to withdraw money from all accounts. No person may sign a check where that person is the payee.

(c) Team Evaluations Coordinator. The Team Evaluations Coordinator will be a Team Evaluator currently licensed by Pet Partners® and will coordinate all activities associated with offering and conducting team evaluation events.

(d) Education Coordinator. The Education Coordinator will be an Instructor currently licensed by Pet Partners® and will offer/conduct educational events for members and the general public.

(e) Events Coordinator. The Events Coordinator will respond to requests from the public for events featuring registered Pet Partners teams offering animal-assisted interactions. The Events Coordinator will collaborate with the requesting organization to develop a safe visit plan and will coordinate recruitment and scheduling of volunteer teams.

(f) Website/Communication System Coordinator. The Website/Communication System Coordinator will coordinate all activities necessary to maintain a current, accurate and effective Association website and member communication system.

(g) Facebook Coordinator. The Facebook Coordinator will post content to publicly promote the Pet Partners program and the benefits of the human-animal bond. He/she will review posted material to ensure the content is appropriate and in accordance with Pet Partners photo standards.

(h) Members Support Coordinator. The Members Support Coordinator will welcome new members and extend condolences and get well wishes to members as needed. He/she will assist with mentoring and bringing member ideas to the Leadership Team.

SECTION III

Leadership Team Vacancies: Any vacancy occurring in any role may be filled by volunteers from the membership who have an interest.

SECTION IV

Removal of Members of the Leadership Team: Any Leadership Team member may be removed by a majority vote of the remaining members of the Leadership Team or by the membership present at a regular or special meeting due to inattention to duties or for violation of Pet Partners® Association standards.

SECTION V

Additional Leadership Team Members: The Chairperson or a majority vote of the Leadership Team may appoint other individuals who perform roles important to the operation of the Association.

ARTICLE V - FISCAL MANAGEMENT

SECTION I

Approval of the Financial Manager's report: The minutes of the Annual and Leadership Team meetings will reflect approval of the Financial Manager'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 Financial Manager's books shall be audited by three (3) members of the Association as appointed by the Leadership Team. 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. 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 containing the names of all three members of the committee will be provided by the Audit Committee at the Annual Meeting and be retained with the minutes:

ARTICLE VI - THE ASSOCIATION YEAR

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 on the 31st day of May.

ARTICLE VII - COMMITTEES

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

ARTICLE VIII - AMENDMENTS

These 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

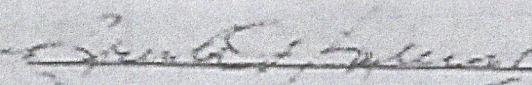
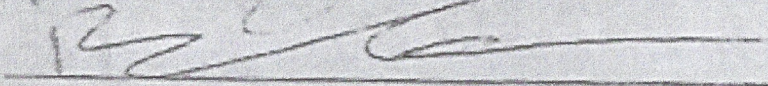
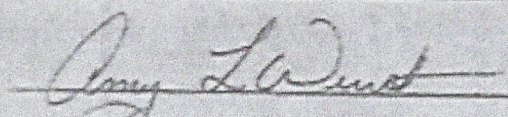
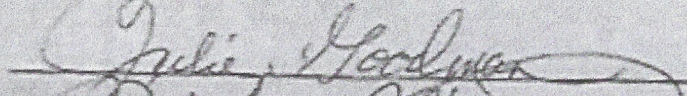
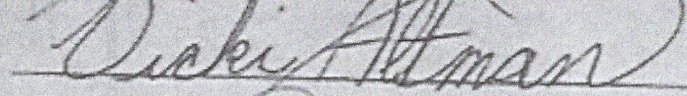
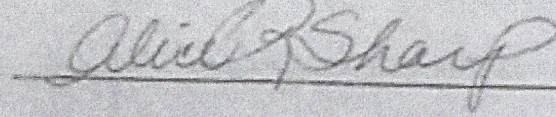
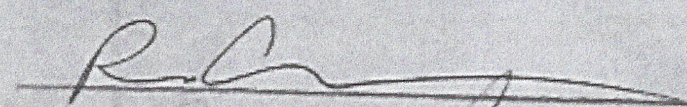
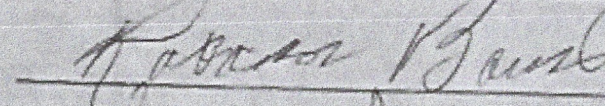
The Association may be dissolved at any time by the written consent of not less than 2/3 of the members. After payment of all debts of the Association, its property and assets shall be distributed to such charitable organizations as may be designated by majority vote of the members.

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, Financial Manager's Report, Chairperson'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 Bylaws.

We hereby certify that the foregoing is a true and correct copy of the Bylaws of Mo-Kan Pet Partners Association, adopted by the members of the Association as of January 6, 2022.

Signed this 7 day of January, 2022.

-  _____ Chairperson
-  _____ Financial Manager
-  _____ Team Evaluations Coordinator
-  _____ Education Coordinator
-  _____ Events Coordinator
-  _____ Website/Communication Systems Coordinator
-  _____ Facebook Coordinator
-  _____ Members Support Coordinator