

**MO-KAN PET PARTNERS ASSOCIATION
BYLAWS
Dated June 2018**

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 Officers of the Board 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. The members and/or Officers of the Board may offer Ambassador memberships to persons who do not have an animal partner and who wish to be members 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 Treasurer. 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. Memberships may represent registered therapy animal teams or Ambassadors. 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 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's 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 by the Secretary 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 Officer of the Board upon receipt of a petition signed by three (3) 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 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. 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. The past President may 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 Association is contacted, he/she (or appointed designee) will respond. He/she will maintain effective communications 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 facility 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 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 and balance all accounts. The Treasurer will maintain correspondence with all institutions with which the Association has a financial business relationship. The Treasurer will submit all financial forms and annual reports 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 at least quarterly to the Board.

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

(e) Members-At-Large. He/she shall represent the membership by attending Board meetings, participating in discussions and bringing new ideas to the Board. Members -At -Large will mentor the membership.

SECTION III

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

SECTION IV

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 may appoint a successor who will serve until the next annual meeting when an election can occur.

SECTION V

Additional Board Members: The President or a majority vote of the Officers of the Board may appoint other individuals who perform roles important to the operation of the Association (such as Team Evaluation Coordinator, Instructor, 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) 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. 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, 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 on the 31st day of May.

SECTION II

Nominating Committee: By the first of April, the Officers of the Board shall appoint a Nominating Committee consisting of three members of the Association. The Officers of 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 registered therapy animal team members who are not members of another therapy animal organization shall be eligible for nomination. Eligibility must be determined prior to the vote.

SECTION III

Elections: The slate of nominated candidates (if there are no nominations from the floor) or the 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

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


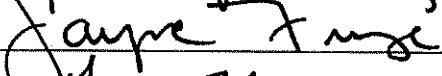
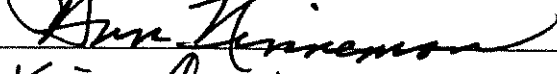
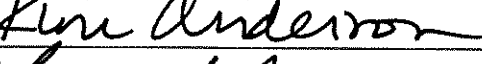
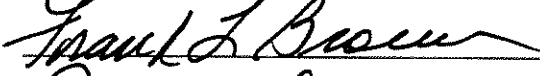

The Association may be dissolved at any time by the written consent of not less than 2/3 of the members. After payment of all debts of the Association, its property and assets shall be distributed to such charitable organizations as may be designated by majority vote of the members.

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, 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 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 June 18, 2018.

Signed this 19th day of June, 2018

-  President
-  Vice-President
-  Secretary
-  Treasurer
-  Member-at-Large
-  Member-at-Large