

Constitution and Bylaws

DESERT LABRADOR RETRIEVER RESCUE

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Desert Labrador Retriever Rescue is organized as a non-profit, volunteer corporation. Desert Labrador Retriever Rescue is governed by a Board of Directors and voting members.

ARTICLE I: BOARD OF DIRECTORS

1. The Board of Directors ("Board") for Desert Labrador Retriever Rescue ("DLRR") is composed of the President, Vice-President, Secretary, Treasurer, and the Tucson Coordinator. All are voting members of the Board.
2. All officers of the Board are elected annually by vote of the Volunteer Membership.
3. If a current board member resigns during his or her term, the board may appoint a temporary replacement. A meeting shall be called as soon as practicable to elect a new permanent board member. This new member will serve the remainder of the term, and the position will be up for re-election at the same time as all other Board positions.
4. The Board is responsible for setting the general policies of the organization and for settling specific policy disputes among members.
5. The Board is responsible for suggesting additions or deletions to DLRR's bylaws.
6. The Board is responsible for appointing trustees as needed to perform various specific roles as directed by the Board
7. Board meetings shall be called by the Board of Directors as needed, but at least annually.

ARTICLE II: ELECTIONS PROCEDURES

1. Board elections will be held at the annual meeting.
2. Nominations
 - a. The Secretary will include a call for nominations in the notice for the annual meeting. Nominations may be collected by phone or email, by the Secretary or other designated volunteer.
 - b. The Board shall appoint a nominating committee consisting of three volunteers for the purposes of soliciting candidates for each board position. The nominating committee shall be appointed at least sixty (60) days prior to the election.
 - c. Nominations from the Secretary's call and the nominating committee will be taken until 3 weeks prior to the meeting.

- d. The Secretary or other designated volunteer will contact each of the nominees to determine if the nomination is accepted.
- e. Once all nominations have been accepted or declined, the Secretary will inform the group of the candidates for each position.

3. Elections

- a. Votes may be entered in person at the meeting. Votes will be taken in writing by secret ballot
- b. An election panel of two volunteers who are not running for an office will be established. These volunteers will be selected by the Secretary.
- c. Votes may be entered in advance of the meeting by email to both of the election volunteers.
 - a) Each ballot will be confirmed via email by both of the election volunteers.
 - b) If a member does not receive both confirmations, they should contact the election volunteers by phone or mail.
- d. The election volunteers will be responsible for tallying votes made in advance of the meeting as well as those made in person.

ARTICLE III: BOARD DUTIES

1. Elected positions

- a. The **President** is responsible for providing overall direction to DLRR. The President conducts membership meetings as needed. The President serves as the official liaison to the Labrador Retriever Club Inc.'s Rescue Coordinator.
- b. The **Vice-President** conducts all business of DLRR in the absence of the President. The Vice-President is responsible for the official correspondence of DLRR.
- c. The **Secretary** records minutes of all meetings and distributes them to the members. The Secretary records attendance at meetings.
- d. The **Treasurer** is responsible for the finances of DLRR. This includes collection of dues, payment of bills and reimbursement of members for expenses incurred in rescue work. The Treasurer prepares a financial statement, showing income and expenses, which should be presented at each general meeting. The Treasurer also prepares an annual financial report.

e. The **Tucson Coordinator** is responsible for Southern Arizona's intakes and adoptions and all aspects of DLRR for that area. This includes organizing and delegating responsibilities to area volunteers as needed.

2. Appointed positions

The Board may create, modify and dissolve positions within DLRR. The duties of the positions will be specified in DLRR's standard operating procedures manual. These positions may include positions such as an adoption coordinator, committee coordinator, foster home coordinator, fund raiser coordinator, intake coordinator, volunteer coordinator and webmaster. The Board may appoint individuals to those positions as necessary for the operations of DLRR.

ARTICLE IV: MEMBERSHIP

1. Membership is open to all persons interested in the Labrador Retriever breed.

2. There are two types of members:

a. Volunteer Members are those who are active in providing volunteer services to the organization.

a) Volunteer Membership requires the approval of the Volunteer Coordinator or a majority of the Board, both for initial application and annual renewal. The Board may establish performance criteria for Volunteer Membership.

b) Volunteer Members are entitled to one vote at all membership meetings. If two people within the same family share a membership, only one will be entitled to vote, though both will be considered members of DLRR.

c) Spouses or family members of volunteers that only assist the volunteer member should not hold individual memberships. Each volunteer is expected to make an independent contribution to DLRR.

b. Affiliate members provide support to the organization through their dues. Affiliate members are not entitled to vote at membership meetings, but may attend membership meetings and training sessions.

3. The Board shall determine annual dues for both types of membership of the organization.

4. The Board may revoke the membership of a volunteer for violations of these bylaws.

ARTICLE V: MEETINGS OF THE MEMBERSHIP

1. Annual meetings - The annual meeting shall be held once during each calendar year. The date, time and location shall be determined by the Board and the Secretary will send notice in writing, which includes posting notice on the DLRR online group discussion forum or by email to the last known address of Volunteer Members at least 60 days in advance of the meeting.
2. Special meetings - the President, majority of the Board or a petition of 25% of the Volunteer Membership, may call special meetings of the membership. Notice of special meetings shall be in writing or emailed to the last known address of Volunteer Members at least 30 days in advance of the meeting.

ARTICLE VI: RESCUE MISSION

1. Labrador Retrievers are accepted by Desert Labrador Retriever Rescue. It is not necessary that the dog be registered with the American Kennel Club (AKC). All intakes will be evaluated prior to accepting them into the rescue. Older dogs and dogs with medical problems are accepted.
2. Mixed breed dogs will generally be referred to other rescue groups.
3. Priority should be given to dogs as follows: (1) abuse situation; (2) shelter; (3) owner turn in.
4. All Labrador Retrievers given to DLRR shall become the property of the organization as specified in Surrender of Ownership form.
5. DLRR reserves the right to reject any Labrador Retriever for any reason.
6. DLRR will not accept a dog with a history of biting a human. A dog with a history of unprovoked aggression toward other animals or people (other than biting) may be accepted or denied based on the decision of the Board.
7. DLRR's standard operating procedures manual will specify who in the organization is authorized to intake dogs on behalf of DLRR.

ARTICLE VII: MANAGEMENT AND ADOPTION OF RESCUED DOGS

1. The procedures for managing the dogs accepted by DLRR shall be specified in DLRR's standard operating procedures manual. These procedures should include processes to follow for accepting dogs who are owner turn-ins and dogs that are in local shelters, as well as processes for the quarantine, housing and veterinary evaluation and care of the dogs.
2. Volunteer foster homes serve as a safe and comfortable environment for the dogs accepted by DLRR prior to placing the dogs in their permanent homes. The

responsibilities of the foster homes and DLRR's responsibilities in relation to the foster homes shall be specified in DLRR's standard operating procedures manual.

3. Anyone wishing to adopt a rescue dog from DLRR is required to complete an application form. Each applicant will receive a home visit. The volunteer conducting the home visit will meet with the entire family.
4. Applicants can be declined for a number of reasons, which shall be specified in DLRR's standard operating procedures manual.
5. The processes for applying to DLRR and being approved to adopt a rescue dog shall be specified in DLRR's standard operating procedures manual.
6. If an approved applicant wishes to adopt a rescue dog, there is a 24-hour waiting period; however, this waiting period may be waived under specified circumstances.
7. DLRR will not give the adopting family the name, address or phone number of families relinquishing dogs, nor will it give the relinquishing families the name, address or phone number of the adopting family.

ARTICLE VIII: STANDARD OPERATING PROCEDURES MANUAL

The DLRR standard operating procedures manual includes the processes and procedures for managing the dogs accepted by DLRR and the roles and responsibilities of DLRR volunteers. The Board appointed coordinators may make changes to the standard operating procedures manual and shall submit to the Board any changes made to the manual in writing for action no later than thirty (30) days from receipt.

ARTICLE IX: COMMUNICATIONS

1. Any communication that is placed on Desert Labrador Retriever Rescue letterhead must be approved by the President, or a majority of the Board, prior to being distributed in any manner.
2. No deviation or re-design of the Desert Labrador Retriever Rescue letterhead or logo may be used, and the Desert Labrador Retriever Rescue letterhead may not be scanned into any computer program to be used in communication without the expressed permission of the Board.

ARTICLE X: PROPERTY

All written communication, plans, manuals, and all related documents are the property of DLRR. In the event a volunteer or Board Member resigns or does not seek re-election, the files and any other property are to be turned over to the organization.

ARTICLE XI: RETURNING A PREVIOUSLY ADOPTED DOG

It is the policy of DLRR to accept the return of any dog who was previously adopted from DLRR. The process for accepting a previously adopted dog shall be specified in DLRR's standard operating procedures manual.

ARTICLE XII: EUTHANASIA

Desert Labrador Retriever Rescue of Phoenix recognizes euthanasia is an option of last resort. It also recognizes that such an option, while difficult, may be necessary for the humane treatment of an animal. The quality of life, as well as the safety of its human companions, must be the determining factor in any decision to euthanize an animal. Two Board members and a licensed veterinarian will determine that the dog is suffering or is a threat to the safety of the people around the dog. The decision to euthanize a dog shall be at the discretion of the Board.

ARTICLE XIII: FINANCIAL POLICY

1. All expenditures require the approval of the Treasurer; expenditures over \$500 require the approval of the Board.
2. All veterinary bills for which there are receipts that are routine and/or have been pre-authorized by the Board or the Board's designee, will be reimbursed in full by Desert Labrador Retriever Rescue.
3. Original receipts are required for all dog boarding, veterinary expenses, microchipping, grooming, etc. No reimbursement will be approved without a receipt. Reimbursement is made on a monthly basis.
4. All requests for personal reimbursement shall be made on a "Request for Reimbursement Form". The receipt shall be attached.
5. Expenses of DLRR are prioritized as follows:
 - a. Veterinary care for dogs
 - b. Boarding
 - c. Miscellaneous expenses.

ARTICLE XIV: ADOPTION FEE

The adoption fee schedule will be determined by the Board. The Board may make adjustments to or waive these fees based on a dog's health or other special circumstances.

ARTICLE XV: CHANGES TO BYLAWS

1. The Bylaws of DLRR may be amended by:

- a. A majority vote of the voting members present at a membership meeting of the organization or by electronic vote; or
- b. A 2/3 vote of the Board, which shall be approved by a vote of the membership within 45 days of notification of the proposed change. .

Adopted November 6, 1999

As amended by Membership Vote on September 10, 2005

As amended by Membership Vote on September 12, 2009