

**Mo-Kan Pet Partners Association  
Constitution and Bylaws Dated June, 2010**

**ARTICLE I**

**Name and Objectives**

**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 activity and/or animal assisted therapy by:

- (a) Providing Delta® registered human/animal teams to facilities.
- (b) Conducting educational seminars/workshops.
- (c) Promoting a mentoring program for newly registered teams.
- (d) Providing human/animal team evaluations with Delta Society® licensed evaluators.
- (e) Promoting the benefits of animal assisted therapy and animal assisted activity.

**SECTION III**

The Association shall be operated solely for charitable and humanitarian purposes and shall not be conducted or 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. As approved by the board refreshments, specifically, lunch for volunteers at training and evaluation events, food and beverages for one (1) annual member appreciation event and VIP(s)/Speaker(s) and materials as required for educational events sponsored by Mo-Kan for the membership may be provided.

**ARTICLE II**

**Membership**

**SECTION I**

Eligibility: Open 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 the majority of members present at any regular meeting. Dues are payable by the first day of the Association operating year

(June 1). 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 shall be abated for those members holding the position of Evaluator, Instructor, and R.E.A.D. Coordinator. Members must perform those duties within the year to be eligible for the abatement.

### **SECTION III**

Membership: Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by these Constitution and Bylaws. Accompanying the application, the prospective member shall submit dues payment for the current year. Memberships may be animal/human teams or individuals. Only Delta Society® registered animals may go on visits under the auspices of Delta Society. Memberships may be active or inactive, as defined in Section V. Each active member will have one vote.

The members and/or Board of Directors may award honorary memberships to persons who have donated time, talents or gifts that benefit the Association.

### **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) Lapsing. Non-payment of dues thirty (30) days after the first day of the fiscal year will cause termination. The Board may grant limited grace periods in special circumstances.
- (c) Expulsion. The Association reserves the right to expel any member who does not uphold The policies and procedures of Delta as well as the standards of the Association or the Bylaws. This will be done by a majority vote of the Association members present at a regular or special meeting.

### **Section V**

An active member contributes a minimum of four hours per year to benefit the Association including but not limited to attendance at the annual meeting, education events, evaluations, demonstrations, and social events. Those who cannot fulfill the above requirements but wish to maintain their membership shall be considered inactive members. Inactive members shall not have a vote.

## **ARTICLE III**

### **Meetings**

#### **SECTION I**

Annual Association Meeting: The Annual Meeting shall be held during the first month of the Association Operating Year (June). The officers of the Association shall be elected at that time in accordance with Article V. Newly elected officers shall take office immediately upon the conclusion of the election, and each retiring officer shall turn over to his/her successor all properties and records relating to the office within ten days after the election. Notice of such meeting shall be sent to members ten (10) days prior to the meeting by e-mail or regular mail. This meeting has no quorum requirement.

#### **SECTION II**

Special meetings may be called by the President, the Board or by the Corresponding Secretary upon receipt of a petition signed by three (3) active members. Notice of such special meeting, stating time, place and objective must be mailed or e-mailed by the Corresponding Secretary to each member at least five (5) 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 at which official business is to be transacted.

#### **SECTION III**

Board Meetings: Any member of the Board may call meetings of the Board upon his/her judgment. These meetings may be held in person, by e-mail, or by telephone conference call. In lieu of meeting, the Board may act by unanimous written consent of the members of the Board. A meeting of the Board shall be held within a month of the Association's annual meeting.

## **ARTICLE IV**

### **Officers**

#### **SECTION I**

Elected Officers of the Association shall be a President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer. These officers shall constitute the Board of Directors. All officers shall be elected to serve terms of two (2) years. The President and Corresponding Secretary shall be elected in odd-numbered years, with the Vice-President, Recording Secretary and Treasurer elected in even-numbered years.

- (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 questions submitted to the Association. He/she may appoint various committees

and/or persons to perform certain duties and cancel such appointments. The President, in conjunction with the Board, shall maintain a current roster of the entire membership and their addresses, including e-mail addresses. The President shall assure that copies of Facility Agreements, the Association's website, member hours worked, and copies of team evaluations are maintained.

- (b) Vice-President: The Vice-President shall, in the absence or disability of the President, perform the duties of President. He/she will work jointly with the President in performing the necessary duties required for the operation of the Association.
- (c) Corresponding Secretary: He/she shall provide each member with a copy of the Constitution and Bylaws, a list of members, and a list of officers. It shall be his/her responsibility to see that members are notified of all meetings.
- (d) Recording Secretary: The Recording Secretary shall keep a complete record of all meetings of the Association and other matters requested by the Board.
- (e) Treasurer: The Treasurer shall collect and receive all monies due or belonging to the Association and make receipts and records of all transactions. He/she shall pay all bills and expenses of the Association from its funds (keeping all receipts or other appropriate documentation), provided the payments are approved by the majority of members or by the Board. Recurring, usual expenses shall be approved at the first Board meeting of the fiscal year. The Treasurer will balance the checkbook and maintain correspondence with the bank holding the checking account. A current Treasurer's report, which includes a complete check register, shall be given at each Association and Board meeting. These reports must be made at least quarterly. Upon request, the Treasurer's books shall be open for inspection by any member of the Association upon approval of the Board.

All officers shall be authorized to withdraw money from the checking account. No person may sign a check where that person is the payee.

## **SECTION II**

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 creation of such vacancy.

## **SECTION III**

Removal of Officers: Any Officer may be removed by a majority vote of the membership present at a regular meeting due to inattention to duties or for conduct unbecoming the Association. Any Officer, except for the president, who fails to attend two (2) consecutive regular Board meetings without a valid excuse as interpreted by the Board, shall have his/her office declared vacant. The Board shall appoint a successor by majority vote.

## **SECTION IV**

The President or a majority of members present at a regular meeting may make special appointments 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**

### **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 31<sup>st</sup> day of December. The Association's operating year shall begin on the first day of June and end the 31<sup>st</sup> day of May.

#### **SECTION II**

Nominations: To be a candidate in the Association election a member must be nominated. Only active members who are not serving as an officer of another pet therapy group shall be eligible to be nominated. During April the President shall appoint a Nominating Committee consisting of three members. The committee shall name a Chairperson whose duty shall be to call a meeting of the three members on or before May 1. The Committee shall nominate a single slate of candidates who will accept the nomination for each office and immediately report its nomination to the Corresponding Secretary. Any member may make additional nominations prior to the annual meeting (June) provided that the nominee has agreed to serve if elected.

#### **SECTION III**

Elections: The nominated candidate receiving the greatest number of votes for each office shall be declared elected. Elections will take place at the annual meeting. Mail-in and e-mail ballots are allowed, providing they are received timely. The Corresponding Secretary will send the slate to all members.

## **ARTICLE VI**

### **Committees**

#### **SECTION I**

Committees shall be organized and dissolved by the President, the Board, or a majority of the members present as deemed necessary for the functioning of the Association. One standing committee shall be headed by a Coordinator and Certified R.E.A.D. Instructor. Such committees shall report to the Board as the Board deems necessary.

## **ARTICLE VII**

### **Amendments**

#### **SECTION I**

This Constitution and Bylaws may be amended by a simple majority vote of members present and voting at any regular or special meeting called for any such purpose. Each member shall be notified two (2) weeks prior to such meeting of the proposed amendments.

## **ARTICLE VIII**

### **Dissolution**

#### **SECTION I**

Dissolution: The Association may be dissolved at any time by the written consent of not less than 2/3 of all 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 the majority of the members.

## **ARTICLE IX**

### **Publications**

#### **SECTION I**

The Association may circulate a newsletter which shall be paid for by the Treasury. The Board shall appoint an editor who shall be responsible for the newsletter's content. Distribution may be made by e-mail to members.

## **ARTICLE X**

### **Order of Business**

#### **SECTION I**

At meetings of the Association, the Order of Business shall be as follows: Call to Order, Roll, Welcoming of Guests, Minutes of the Last Meeting, 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.

Constitution and Bylaws as amended approved as of \_\_\_\_\_. We hereby certify that the foregoing Constitution and Bylaws consisting of 7 pages, including this page, constitute the Bylaws of Mo-Kan Pet Partners Association, adopted by its members as of \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_ President

\_\_\_\_\_ Vice-President

\_\_\_\_\_ Corresponding Secretary

\_\_\_\_\_ Recording Secretary

\_\_\_\_\_ Treasurer