

BY-LAWS OF RESCUE A GOLDEN OF ARIZONA

Rescue a Golden of Arizona, Inc. is organized as a non-profit, 501 (c) (3) corporation.
Rescue A Golden of Arizona is governed by an Executive Board of Directors and voting members.

Approved by the Membership on June 27, 2006

ARTICLE I: MEMBERSHIP IN RESCUE A GOLDEN OF ARIZONA

- A. Membership is open to all persons interested in the Golden Retriever breed
- B. Anyone who volunteers for RAGofAZ in any capacity, including as a foster or foster-with-intent-to-adopt family, must be a paid Active Member
- C. Dues
 - 1. Dues of the organization shall be determined by the Executive Board and shall be paid annually by the first day of the member's expiration month, with a 30-day grace period allowed before membership is made inactive
 - 2. Members will receive one written notice for membership renewal from the Membership Coordinator
- D. Meetings of the membership:
 - 1. Annual meetings: The annual meeting shall be once each year; the date, time and location shall be determined by the Executive Board and announced by the Secretary
 - 2. Regular meetings of the membership shall be held at least once during the year in addition to the Annual Meeting; a regular meeting may be cancelled or postponed by a majority vote of the Executive Board
 - 3. Special meetings: Special meetings of the membership may be called by a majority vote of the Executive Board or a by petition to the Executive Board signed by 25% of the members
- E. Voting
 - 1. All active Individual Members in this organization have one vote. All active Family Memberships in this organization have two votes
 - 2. Only current paid members will be eligible to vote; foster families that are not paid members may not vote for either By-law revisions or for elected officers
 - 3. That vote will be cast by a written ballot that has been received by e-mail or US mail no later than 48 hours prior to a date established by the Executive Board
 - 4. A simple majority shall be sufficient to approve any motion
 - 5. Unless a date is specified upon which the result of a vote is to become effective, the result will become effective immediately
- F. Membership termination
 - 1. A member may terminate his/her membership at any time upon request to the Executive Board; no portion of the membership dues will be refunded
 - 2. Procedure for revocation of a membership
 - a. Membership of any individual alleged to have violated any tenet of the Code of Ethics or to have engaged in any action which brings discredit or embarrassment to the organization can be revoked by the Executive Board
 - b. The offending member shall receive documentation of said violation or action from the Executive Board, along with a cease and desist message
 - c. The Secretary shall issue an invitation for the member to meet with the Executive Board at its next scheduled meeting
 - d. Whether or not the offending member chooses to appear before the Executive Board, the Executive Board may revoke the person's membership by a 75% majority vote

ARTICLE II: BOARD OF DIRECTORS

The Board of Directors shall consist of The Executive Board and the Board Advisory Council

- A. The Executive Board
 - 1. The Executive Board is comprised of the President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Member-at-Large, and Southern Director
 - a. All are voting members
 - b. The Immediate Past President shall remain on the Executive Board in an advisory position for a period of one year following the election of a new President and will not have a vote
 - c. The Founder is an honorary, non-elected member of the Executive Board in perpetuity and, since not elected by the membership, will not have a vote
 - 2. Any person seeking an Executive Board position must be an active member in good standing of the organization
 - 3. Executive Board members will be elected each year in October and will serve for a period of one year
 - 4. The Executive Board is responsible for establishing the general policies of the organization and for settling specific policy disputes among members
 - 5. The Executive Board is responsible for suggesting additions or deletions to the organization's By-laws
 - 6. The Executive Board is responsible for creating new committees or teams and determining the objectives of the committees or teams
 - 7. Executive Board meetings may be called by any member of the Executive Board; Executive Board meetings are open only to Executive Board and Board Advisory Council members; however, the Executive Board may, by majority decision, invite guests; the invited guest will be allotted a specific place on the agenda and will appear only during the allotted "Guest" time to make his/her presentation
 - 8. Official decisions by the Executive Board shall require the presence of a quorum; such a quorum can be established online, by telephone, or in person at a meeting; a quorum of the Executive Board shall consist of a simple majority of Executive Board members
 - 9. Executive Board Vacancy
 - a. An Executive Board member may resign at any time by delivering a written resignation to the President or Vice-President; the acceptance of such resignation by the Executive Board, unless required by the terms of the resignation, shall not be necessary to make the resignation effective
 - b. In the event of a vacancy on the Executive Board, an Executive Board member shall nominate another member who meets the qualifications and has agreed to fill the position; the nomination shall be approved by a majority vote of the Executive Board at a

regular or special meeting called for that purpose or by an online vote, duly recorded; the vacancy shall be filled for the remaining portion of the term

c. Removal of Executive Board member

1. Any Executive Board member may be removed for just cause at any time through a motion by an Executive Board member that is seconded by another Executive Board member and followed by a majority vote of the remaining Executive Board at a duly held meeting of the entire Executive Board or by an online vote of the entire Executive Board.
2. Just cause for removal of an Executive Board member includes, but is not limited to
 - a. Actions or statements that are in violation of the Code of Ethics
 - b. Actions or statements which are detrimental to the functioning, to the financial status, or to the image of Rescue A Golden of Arizona
3. Notice specifying the proposed removal shall be given prior to any meeting (in person or online) of the Executive Board at which such removal shall be considered
4. The offending Executive Board member shall have the right to a hearing before the remaining Executive Board members before a vote is taken

B: The Board Advisory Council

1. The Board Advisory Council will consist of up to 5 members
2. Advisory Council members will be appointed by The Executive Board for a period of one year
3. Advisory Council members will be included in all business conducted by the Executive Board and their opinions on business issues solicited
4. Advisory Council members will not have a vote

ARTICLE III: DUTIES OF THE EXECUTIVE BOARD MEMBERS

A. The President

1. Is responsible for providing overall direction to Rescue a Golden of Arizona
2. Conducts membership meetings as needed
3. Serves as a liaison to the Golden Retriever Club of America's Committee to Assist Rescue and to Coalition of All-Breed Rescue (CABRA) and to any other organizations deemed appropriate
4. May represent RAGofAZ and interface with other Rescue groups throughout the country
5. Presides at official Rescue A Golden of Arizona Events

B. The 1st Vice-President

1. Serves as the President's assistant
2. Conducts all business of the organization in the absence of the President
3. Shall be responsible for overseeing all people-oriented teams and duties of Rescue, including but not limited to Events, Volunteers, Resources, Speakers, Public Relations, Talent Registry, Membership, Fundraising and any other committees or teams as deemed necessary

C. The 2nd Vice-President shall be responsible for overseeing all dog-oriented teams of Rescue including but not limited to Intake, Foster, Adoptions, Shelter Walkers, Vet Care, Behavior, Follow-up, statewide representatives, and any other committees or teams, which are deemed necessary

D. The Secretary

1. Records Minutes of all Board meetings and distributes them to the Board members
2. Records Minutes of all Membership meetings and makes them available to the members
3. Records attendance at all meetings
4. Is responsible for archiving all official correspondence and records of Rescue A Golden of Arizona
5. Is responsible for all internal information management and shall be the point of contact for the following: Website Team, RAGofAZ E-list(s), Database Administration and any other committees or teams as deemed necessary

E. The Treasurer

1. Is responsible for the finances of Rescue A Golden of Arizona
 - a. Review and payment of bills
 - b. Reimbursement of members for expenses incurred in Rescue work
 - c. Overseeing deposits of all monies collected
2. Prepares financial statements showing income and expenses for the Board and for membership meetings as needed
3. Prepares an annual financial report for the Board; any member wishing a copy may request one
4. Furnishes financial records and assists a Certified Public Accountant in the preparation of all necessary income tax filings
5. Oversees the sending of a receipt/acknowledgment for any donation
6. Shall be the point of contact for the following positions: Grants, Merchandise Sales, and any other committees or teams as deemed necessary
7. Files periodic updates with the Corporation Commission

F. Southern Director

1. Shall be a representative of and a liaison to Rescue A Golden of Arizona in the Southern Arizona
2. This position may be co-chaired; if there are co-chairs, the position gets only one vote on The Board
3. Shall be the overseer of all Rescue A Golden of Arizona activities in Southern Arizona

G. Immediate Past President

1. Shall provide guidance to the Board using experience and knowledge of the organization.
2. Shall provide historical information on policies, procedures, situations, etc as necessary or required.

H. The Member-at-Large

1. Shall be assigned duties as deemed necessary by either the President or 1st Vice-President.

I. The Founder

1. Acts as an advisor to all Board members
2. Is responsible for providing historical perspective on RAGofAZ policies and procedures
3. Will be recognized on all official publications

ARTICLE IV: ELECTIONS

A. Nominating Committee

1. No sooner than 90 days prior to the Annual Meeting, the President will solicit 5 volunteers to serve on a Nominating Committee

2. No one who intends to declare candidacy for any Board position may serve on this Committee
 3. Shall solicit nominations for all Board positions
 4. Shall prepare a ballot that will be sent out in the Candidate's Issue of *The Waggin' Tail* and will be made available from the website
 5. Shall tally the ballots and announce the winning candidates
- B. All officers of the Executive Board except the Founder, who is a non-elected member of The Board in perpetuity, and the Immediate Past President are elected annually by vote of the membership
- C. All candidates for an Executive Board position must submit a written biography to be published in an issue of *The Waggin' Tail*
1. The bio must be received by the Nominating Committee no later than 45 days before the scheduled annual meeting in October
 2. Bios will be made available to all members
- D. Ballots
1. A mail-in ballot will be included with the Candidate Issue of *The Waggin' Tail*; ballots that are mailed must be received no later than 48 hours prior to the date of the Annual Meeting to be valid
 2. A ballot which can be e-mailed will be made available from the website; the ballot must be received by the Nominating Committee no later than 48 hours prior to the scheduled date and time of the Annual Meeting
 3. Voting can only be done by U.S. mail or by e-mail
- E. The winning candidate for any office must receive a majority of the votes cast
- F. In the event that no one declares candidacy for a particular Executive Board position and no one is elected by the membership to serve in that position, the Executive Board may appoint someone to fill the vacancy

ARTICLE V: RESCUE POLICY

- A. Rescue A Golden of Arizona accepts:
1. Purebred Golden Retrievers of any age and regardless of medical condition
 - a. It is not necessary for the dog be registered with the American Kennel Club (AKC)
 - b. Every effort will be made to ascertain that the dog is, indeed, a purebred Golden Retriever
 - c. Mixed-breed dogs which are part Golden will generally be referred to the Coalition of All Breed Rescue of Arizona, the Arizona Animal Welfare League or other mixed-breed rescue
 2. Senior Golden and Golden with medical problems
 3. Priority for acceptance will be given to dogs as follows: abuse situation > shelter stray > owner turn-in; thus, for acceptance by Rescue A Golden, a dog in an abusive situation has priority over a dog being turned in by owner
 4. Any dog that is not a purebred Golden Retriever may be accepted upon approval by a majority of The Board
 5. Rescue A Golden does not perform "referral adoptions;" a referral adoption is when the owner of a dog is placed in contact with someone who wants to adopt a dog, without the dog coming into the possession of Rescue A Golden
 6. All Golden Retrievers surrendered to the organization shall become the property of the organization
- B. INELIGIBLE DOGS: Rescue A Golden of Arizona will NOT accept into the program:
1. Rescue A Golden of Arizona reserves the right to reject any Golden Retriever for any reason
 2. A dog with a history of biting a human or of unprovoked aggression toward other animals or humans WILL NOT BE ACCEPTED by Rescue A Golden of Arizona

ARTICLE VI: RESCUE A GOLDEN ADOPTION POLICY

- A. All dogs rescued by Rescue A Golden of Arizona remain co-owned by RAGofAZ for the lifetime of the dog; if for any reason, an adopting family must give up a RAGofAZ rescued dog, the dog must be returned to RAGofAZ
- B. There shall be a minimum \$25 fee for the adoption of any dog from Rescue A Golden of Arizona
1. The fee for any adopted dog shall include a 1-year Individual Membership in Rescue A Golden of Arizona with all rights and privileges thereof
 2. Members of RAGofAZ who adopt a dog shall have their membership extended by one year at the Individual level; if they currently hold a Family Membership, they will be given the option of extending the membership at the Family Level by paying the difference between an Individual and a Family Membership
- C. The adoption fee for any age Golden shall be determined by The Board of Directors; the fee schedule may be changed at any time by a vote of the Executive Board
- D. If the history of the Rescued Golden is unknown (i.e., if the dog is a stray), a veterinarian will determine the age of the dog
- E. Based on the medical history and adoptability of the dog, the fee may be adjusted and/or waived upon recommendation by the Vet Team Coordinator or Adoption Coordinator and the final determination will be made by the 2nd Vice-President
- F. Coverage of medical procedures or treatments (i.e. medications) by RAGofAZ following adoption will be detailed in a medical addendum to the adoption contract
1. The procedures or treatments must be recommended by a RAGofAZ-approved veterinarian
 2. The procedures or treatments must be approved by the 2nd Vice-President; both the Vet Team Coordinator and the Adoption Coordinator must be made aware of any proposed extended treatments
 3. Unless otherwise specified in a medical addendum, the cost of medical procedures or treatments shall be covered by RAGofAZ for a period of 6 months following adoption; all medical addenda shall be for six months only, unless indicated otherwise by the Vet Coordinator and 2nd Vice President
- G. Placement Practices
1. All prospective adopters will be screened for suitability of dog ownership
 2. During the interview process and/or home visit, applicants will be instructed as to the limits of liability of Rescue A Golden of Arizona and on responsibility of dog ownership, i.e. medical issues, housing, training
 3. Rescue A Golden of Arizona representatives shall
 - a. always be honest about any medical or behavioral issues concerning any specific dog a person may be interested in adopting
 - b. refuse to knowingly deal with dog retailers, dog wholesalers or unethical dog breeders
 - c. refuse to supply by adoption or otherwise a dog(s) to live in a group home, assisted care living facility or as part of any organization where the dog is not adopted and housed by the singular adopting family
 - d. refuse to adopt to anyone where there is any reason to believe the dog will be poorly cared for
- H. Repossession of an adopted dog
1. An adopted dog may be repossessed by RAGofAZ at any time for just cause, which may include but is not limited to

- a. Alleged abuse of the dog
- b. Alleged violation of any part of the Terms and Conditions of Adoption
2. In the event of the repossession of an adopted dog, the adopter shall be given the right to a hearing before the Executive Board
3. All correspondence to the adoptive family regarding the repossession of a dog must be done via Certified Mail Return Receipt Requested, with copies being sent by e-mail to each Executive Board Member

ARTICLE VII: RETURNING A PREVIOUSLY ADOPTED DOG

- A. If Rescue A Golden of Arizona is apprised that a dog previously adopted should come back into the program, the dog will be accepted
- B. If a dog has been found to have aggressive tendencies or has actually bitten someone in the adoptive household, the Executive Board has the following options:
 1. Refer the owner to an Executive Board-approved Canine Behaviorist
 2. Accept the dog back into the Rescue program and have the dog evaluated by an approved Canine Behaviorist
 - a. If the Behaviorist judges that the dog can be rehabilitated or was just placed in the wrong environment to begin with, then the Executive Board may
 1. Order a series of behavior modification consultations and/or
 2. Re-home the dog
 - b. If the Behaviorist's opinion is that the dog cannot be rehabilitated and will remain a threat to humans or other animals, then the dog will be euthanized
- C. If Rescue A Golden learns an owner has violated the Terms and Conditions of Adoption as worded in the Adoption Contract, the Executive Board will review the case and make a decision regarding reclaiming the dog
- D. All correspondence to the adoptive family regarding the repossession of a dog must be done via Certified Mail Return Receipt Requested

ARTICLE VIII: EUTHANASIA

Rescue A Golden of Arizona recognizes that euthanasia is an option of last resort. We also recognize that such an option, while difficult, may be necessary for the humane treatment of an animal or if the safety of humans is in jeopardy. The quality of the dog's life and the safety of its human companions must be the determining factors in any decision to euthanize an animal. The decision to euthanize a Rescue dog shall be as follows:

- A. A minimum of two Executive Board members must agree to have a dog euthanized
- B. If a decision is made to euthanize a dog, the procedure will be performed by a licensed veterinarian

ARTICLE IX: COMMUNICATIONS

- A. Any communication that is placed on Rescue A Golden letterhead MUST be approved by the President or the appropriate Vice-President prior to being distributed in any manner including by U.S. mail, by e-mail, or by fax
- B. Communications written by a member of the Executive Board should be reviewed by at least one other Executive Board member
- C. No deviation or re-design of the Rescue A Golden letterhead or logo may be used, and the Rescue A Golden letterhead may not be scanned into any computer program to be used in communication without the expressed permission of the Executive Board

ARTICLE X: PROPERTY

- A. All written communications, plans, manuals, and all related documents are the property of Rescue A Golden of Arizona
- B. All computer files that have anything to do with Rescue A Golden of Arizona business are the property of Rescue A Golden of Arizona
- C. The information on the Website, www.golden-retriever.org, is the property of Rescue A Golden of Arizona
- D. Information contained in the RAGofAZ database is the property of Rescue A Golden of Arizona
- E. All mailing lists, including those for U.S. mail and e-mail, which are created and maintained by Rescue A Golden of Arizona are the exclusive property of the organization and may not be used for any purpose other than the business of the organization; such mailing lists shall not be used, given or sold by or to any person or business outside of the organization for any reason
- F. When a volunteer member resigns or does not renew their membership, any property they have which belongs to Rescue A Golden of Arizona must be turned over to an Executive Board member within ten (10) days, unless other arrangements have been made in writing
- G. When an Executive Board member resigns or is replaced by an Executive Board vote or in an election, any property they have which belongs to Rescue A Golden of Arizona must be turned over to another Executive Board member within ten (10) days, unless other arrangements have been made in writing
- H. Any property not returned within ten (10) days, or other reasonable time frame established by the Executive Board, will result in Rescue A Golden seeking payment in full for the asset not returned, which may result in legal proceedings if the individual refuses to pay for or return the asset(s)

ARTICLE XI: NEWSLETTER

- A. A newsletter (news magazine) will be published quarterly
- B. The content of the newsletter is up to the editor-in-chief but will be reviewed by at least one Executive Board member prior to publication
- C. Additional newsletters or news bulletins may be published when information needs to be disseminated to the entire membership in the interim
- D. All items published in printed media shall conform to the Code of Ethics in these By-laws

ARTICLE XII: FINANCIAL POLICY

- A. All expenditures require the approval of the President
- B. All veterinary procedures beyond routine must be approved by the 2nd Vice-President or another member of the Executive Board in consultation with a RAGofAZ-approved veterinarian prior to treatment of the Golden Retriever; the Adoption Coordinator should be notified of the procedure, as it may impact the adoptability of the dog
- C. All veterinary bills that are routine and/or have been pre-authorized by the Executive Board and for which there are receipts will be reimbursed in full by Rescue A Golden of Arizona
- D. The Treasurer will pay all invoices promptly

- E. Original receipts are required for all dog boarding, veterinary expenses, micro-chipping, grooming, etc.; no reimbursement will be approved without an original receipt; reimbursement is made in a timely manner
- F. All requests for personal reimbursement shall be made on a "Request for Reimbursement Form"; the original receipt will be attached

ARTICLE XIII: EXPENDITURE PRIORITIES

- A. Expenditure priorities in order of importance:
 - 1. Veterinary care for dogs
 - 2. Boarding
 - 3. Grooming
 - 4. Miscellaneous expenses including, but not limited to operating expenses
- B. All veterinary expenses above and beyond the standard should be approved by 2nd Vice President before being incurred; it is not necessary for the exact dollar amount to be determined in advance, but the general condition of the dog must be noted

ARTICLE XIV: FUNDRAISING EVENTS

- A. Any expense for fundraising purposes requires the approval of the 1st Vice-President
- B. The Fundraising Team encourages each member to obtain information from a potential vendor about possible fundraising items; however, no purchase on behalf of the Fundraising team may be made without the consent of the 1st Vice President
- C. The designated purchasing agent for the Fundraising Team is the Fundraising Event Coordinator
- D. The Fundraising Event Coordinator or Team Member will sign a receipt to a donor, upon request of the donor; the donor must submit the receipt containing the date, value of item, and description of item, at the time the item is originally donated

ARTICLE XV: AMENDMENTS

- A. Any member may propose a revision of these By-laws to the Executive Board; notification of the membership will be made by U.S. mail of any proposed changes to these By-laws; these By-laws may be altered, amended or repealed by a majority vote of the members
 - 1. A written ballot will be included in the mailing of said By-law revisions; the ballot must be received no later than 48 hours prior to a date designated by the Executive Board
 - 2. E-mail ballots will be made available from the website; an e-mail ballot must be received by the Secretary no later than 48 hours prior to a date designated by the Executive Board
 - 3. Results of the vote shall be tabulated by a committee of at least 3 members designated by the Secretary; the Secretary will announce the results of the vote
- B. The Executive Board may propose changes or additions to these By-laws by a majority vote; the Executive Board must then notify the membership in writing of said proposed changes or additions; a majority vote of the members who vote shall be needed to approve any revisions
- C. Newly passed amendments will not be subject to additional modifications for a period of 6 months unless deemed appropriate by the Executive Board; the Executive Board will determine if a new By-law proposal is or is not related to a previous amendment

ARTICLE XVI: RESCUE A GOLDEN OF ARIZONA CODE OF ETHICS

As a responsible member of Rescue A Golden of Arizona and in keeping with the organization's Mission Statement, I will do my best to support the rescue of abandoned, mistreated, or unwanted Golden Retrievers, the provision of veterinary care, food and temporary shelter for such animals and the location of persons and families to provide permanent homes for these abandoned dogs. In addition, I pledge the following:

- A. If I am an animal care provider, I will
 - 1. Provide all dogs in my care with adequate quantities of nourishing food and fresh water
 - 2. Provide safe, secure and clean facilities with adequate shelter
 - 3. Be sure that all dogs receive appropriate veterinary care, including immunizations and parasite treatments when needed, as well as emergency veterinary care, if needed
 - 4. Provide loving attention to every dog as if that dog were my own
 - 5. Keep the dog inside as a member of my household
- B. Community Affairs
 - 1. Conduct all my affairs concerning Rescue A Golden of Arizona in such a way that my behavior does not bring discredit to its image
 - 2. Do my best to educate people about responsible pet ownership, the importance of spaying and neutering your pet and the negative aspects of irresponsible breeding
 - 3. Clean up after my dogs when walking or exercising them in public
 - 4. Keep my dogs under control when participating in events sponsored by Rescue A Golden of Arizona; if my dogs are not people-friendly and other-dog-friendly, I will leave them at home
 - 5. Refuse to supply dogs for raffles, "give away" prizes or other such projects
- C. Business Practices
 - 1. Will comply with Rescue A Golden of Arizona foster and adoption agreements
 - 2. Will not jeopardize RAGofAZ financial solvency with decisions beyond the scope of the by-laws.
 - 3. Will maintain the confidential nature of all electronic and printed information that has not been released as public record
 - 4. Will not engage in malicious criticism or gossip, and will always practice self-control
 - 5. Will engage in honest and open debate for the purpose of determining what is best for the dogs.
 - 6. Will not attempt to personally gain from Rescue A Golden fundraising items by purchasing items at a discount
 - 7. Refuse to keep any item sent or given to Rescue A Golden as a sample or a gift; if the sample item has been donated to Rescue A Golden, the item will be used in a raffle or other fundraising effort; if the item will not be used in a fundraising effort and a member wishes to purchase it, the member will purchase the item at full retail value

ARTICLE XVII: PARLIAMENTARY AUTHORITY

The Parliamentary Authority for all business conducted by Rescue A Golden of Arizona shall be *Robert's Rules of Order, Newly Revised*. *Robert's Rules of Order* shall also govern the proceedings of the organization in all cases not covered by the By-laws.

Revised by majority vote of the membership on 6/27/06