

**GARFIELD'S RESCUE, INC.
BY-LAWS**

Name: ADMIN – BY LAWS
Revision:
Original Date: May 12, 2020
Last Rev Date:

ARTICLE I: NAME AND PURPOSE

Section 1. The name of the organization is Garfield's Rescue, Inc.

Section 2. The purpose of this organization shall be:

- a. Provide compassionate care for community cats on the Northern Neck of Virginia.
- b. Maintain a database on intake and release of all community cats that are processed through Garfield's Rescue, Inc.
- c. Trap-Neuter-Return (T-N-R) community cats on the Northern Neck.
- d. Place adoptable community cats with families, transfer agencies and fosters for adoption.
- e. Educate the public on the reduction of community cats on the Northern Neck.
- f. Engage local authorities to adopt ordinances to protect community cats.
- g. Seek volunteers and support to achieve the above (a-f).

Section 3. This organization is opposed to the sale or giving of any animal to any individual or organization for the purpose of hunting, breeding, fighting, or attack training; as well as, inhumane experimentation or inhumane research.

Section 4. This organization shall also conduct fund-raising activities and dissemination of educational materials.

Section 5. This organization will be emphasizing the need for spay/neutering to eliminate the proliferation of unwanted animals, and the humane disposition of animals who are sick, maimed or otherwise unsuitable for placement or return to colony.

Section 6. This organization shall not be conducted or operated for profit. No remainder or residue from dues, donations or fund raising shall insure to the benefit of any member or individual.

ARTICLE II: MEMBERSHIP AND DUES

Section 1. Garfield's Rescue, Inc. shall consist of only one level of membership status, that of full membership with the right to vote.

Section 2. Dues

Dues are payable annually in the month of January for the year and become delinquent on March 1st. Membership dues are not pro-rated.

The amount of the dues shall be determined by the Board of Directors and approved by the membership.

ARTICLE III: ORGANIZATION, ELECTIONS AND OFFICER DUTIES

Section 1. Office and Term of Office

- a. The officers of this association shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.
- b. The term of office for all officers shall be two calendar years beginning at the Annual Meeting at which they are elected.

Section 2. Elections

- a. The current Board of Directors, with the recommendations of the Nominations Committee, will create a slate of Officers and Board of Director Seats for presentation to the membership.
- b. Elections will be conducted at an Annual Meeting.

Section 3. The duties of the officers shall be as follows:

- a. The President shall preside at all membership meetings of the organization and Board of Directors meetings, and shall coordinate the work of the Officers and committees of the organization.
- b. The Vice-President shall perform the duties of the President in the event of his/her absence and such other duties as may be assigned by the President.
- c. The Recording Secretary shall record the minutes of all meetings of the organization and Board of Directors meetings and maintain a true and faithful record of each meeting.
- d. The Corresponding Secretary shall provide the correspondence of the organization including but not limited to mailing information to members. When necessary, these duties can be split between the Recording Secretary and the Corresponding Secretary.
- e. The Treasurer shall maintain all funds of the Organization, provide regular and timely reports to the Board of Directors and disburse any funds for official Garfield's Rescue, Inc. activities as directed by the budget and the Board of Directors. The Treasurer is responsible for leading the Board of Directors in development of an annual budget thirty days prior to the end of the year. In the event of dissolution of the Organization, the Treasurer shall dispense of any assets as directed by majority vote of the membership.

Section 4. The Board of Directors shall consist of the elected officers of the organization and members at large,

Immediate Past President of the organization, and two to five members-at-large. *{4 officers, 1 past Pres, 2-5 at large = 7 – 10 board members}*

- a. A majority of the membership of the Board of Directors shall constitute a quorum.
- b. All action and business conducted by the Board of Directors shall be by a majority vote of Board of Directors members present. Proxy voting is not permitted.
- c. Duties of the Board of Directors shall be:
 - 1) To provide leadership to accomplish Garfield's Rescue, Inc. vision, goals, and mission.
 - 2) To transact necessary day-to-day business in the intervals between organization membership meetings.
 - 3) To create committees and/or appoint individuals to plan and prepare for various programs and activities and to approve such plans and preparations.
 - 4) To present a report of its activities and plans at the organization's membership meetings.
- d. The Board of Directors shall meet at the call of the President as often as necessary to carry out the Organization's business, but shall meet at least biannually. Board of Directors meetings are open to the membership.

ARTICLE IV: COMMITTEES AND VACANCIES

Section 1. Standing Committees shall be created to manage and/or conduct important ongoing operations and responsibilities of the organization.

- a. Standing Committee Chairmen shall be appointed by the President with the approval of the Board of Directors. The term of service of the committee chair shall coincide with the term of the elected officers of the organization OR until the activity or task is completed; whichever comes first.
- b. The Standing Committees shall be, but not limited to:

Nominations	Membership
Social Media	Fund Raising
Adoptions	

Section 2. Vacancies shall be handled as follows:

- a. Committee chair vacancies which develop for any reason shall be filled by a Presidential appointment in consultation with the remaining committee members.
- b. Vacancies on the Board of Directors shall be nominated by, and approval by the remaining members of the Board of Directors.

ARTICLE V: GENERAL MEMBERSHIP MEETINGS

- Section 1. The Board of Directors will establish the date of the Annual Meeting and notify all members at least 30 days in advance. The notification will include the presentation of the Slate of Officers and Director Members for elections; any Amendments to the By-Laws, and any issues that the Board of Directors wants the membership to determine.
- Section 2. The Parliamentary Procedures of the organization shall be in accordance with Robert's Rules of Order; except in those cases which are covered by the By-Laws.

ARTICLE VI: AMENDMENTS

- Section 1. These by-laws may be amended by a two-thirds vote of those present at any meeting that is open to all members of the organization provided that the proposed amendments and meeting notice have been submitted to the membership in writing at least 30 days in advance of the meeting. Proposed amendments may be distributed at a prior meeting provided copies are provided to members not in attendance.

ARTICLE VII: EQUAL OPPORTUNITY

- Section 1. This organization will not discriminate on the basis of age, color, handicap, gender, national origin, political affiliation, race, religion, marital and familial status.

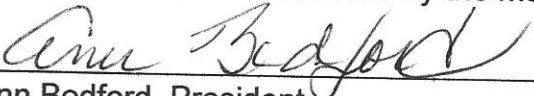
ARTICLE VIII: DISSOLUTION

- Section 1. Garfield's Rescue, Inc. may be dissolved at any time by recommendation of the Board of Directors, approved in writing by more than two-thirds (2/3) of the Board of Directors; OR majority vote of the Board of Directors and majority vote of the membership at a special called meeting.
- Section 2. Upon dissolution of the organization, the Board of Directors shall, after paying or making provisions for payment of all the liabilities of the organization, dispose of all asset of the organization exclusively for the exempt purposes of the organization.

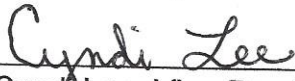
GARFIELD'S RESCUE, INC. ADOPTION OF BY-LAWS MEMBERSHIP APPROVED ON Month, Day, Year

We, the undersigned, are all of the current officers of this organization, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 4 preceding pages, as the Bylaws of this organization.

ADOPTED AND APPROVED by the membership on this 22 day of May, 2020.




Ann Bedford, President



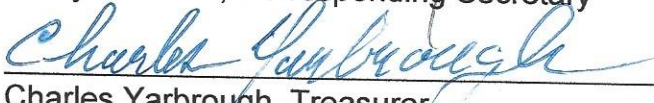
Cyndi Lee, Vice-President



Mary Sychor, Recording Secretary



Kathy Haurand, Corresponding Secretary



Charles Yarbrough, Treasurer