

ElderPet Bylaws

Article 1. Name

The name of the organization shall be “ELDERPET”

Article 2. Purposes

Section 1. This corporation is organized exclusively for charitable, scientific and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Section 2: The purposes of this organization shall be:

- a. To provide pet-related services for elderly, handicapped, and hospice families.
- b. To provide pet owner volunteer training for animal assisted activities and therapy. (Pet Partners® Program)
- c. To provide training for health care professionals and human service providers who wish to incorporate quality animal assisted therapy in to their practices.
- d. To promote and/or conduct research, writing and scientific exploration within the realm of the human/animal bond.
- e. To provide animal assisted activities and therapy to institutions and facilities through our registered Pet Partner® members.

Article 3. Mailing Address

The mailing address of this organization shall be:

PO Box 624

Durham, NH 03824

Article 4. Membership

Any person who volunteers in any way for ELDERPET within the fiscal year (July 1 – June 30) is considered a member for that year.

Article 5. Board of Directors

Section 1. Powers

The business and affairs of the organization shall be managed by the Board of Directors. The Board may appoint committees for any purpose.

Section 2. Number, Tenure and Qualifications

The Board of Directors shall consist of at least 5 persons and not more than 9. The directors are invited to serve from members who have volunteered for at

least a year, who show an interest in serving and are agreed upon by a majority of the current board. Terms of office shall be 3 years from the closest July 1 date.

Section 3. Meetings and Discussions

Any board member may request a physical meeting, video conference meeting, or initiate an electronic mail discussion at any time as long as all the board members are included in every correspondence and have the opportunity to be involved. In the case of a physical meeting, written notice sent either by USPS mail or e-mail must be sent a week in advance to all board members.

Section 4. Quorum

A majority of the board constitutes a quorum for the purposes of decision-making or expenditure of funds. This may be a voice vote at a physical meeting or written agreement via electronic mail discussions.

Section 5. Resignations or Dismissals

A Board Member may resign at any time or will be dismissed if he/she has not participated in the most recent 3 discussions.

Section 6. Conflict of Interest Policy

- a. Any possible conflict of interest on the part of any member of the Board, officer or employee of the Organization shall be disclosed by that member in writing or electronically by email to the Board as soon as the possibility exists. The conflict may concern financial gain, participation in another organization, or actions in direct conflict with the mission and policies of this organization. The disinterested members of the Board will then discuss and vote (majority) on whether the conflict is appropriate and inform the member.
- b. If the conflict is deemed unacceptable, the member will have a choice to resolve the conflict or resign from the Board.
- c. The Board will comply with all the requirements of New Hampshire law, including but not limited to the requirements of a two-thirds vote where the financial benefit to the director is between \$500 and \$5000 in a fiscal year, and to the requirement of a two-thirds vote and publication in a local newspaper when the financial benefit exceeds \$5,000 in a fiscal year.

Article 6. Officers

Section 1. Titles.

The officers of the organization shall be Chairperson, Vice Chairperson, Secretary and Treasurer.

Section 2. Election and Term of Office.

The officers shall be elected from the board of directors in mid-June of each year and the term of office will begin July 1. Term will be for one year. Officers may be reelected at the discretion of the Board.

Section 3. Removal and Vacancies

An officer may be removed by the board in the best interests of the organization. Any vacancy in office, for whatever reason, may be filled by the board of Directors for the unexpired portion of the term.

Section 4. Duties of Chairperson

- a. The chairperson shall serve as the chief executive officer of the organization.
- b. The chairperson shall be an ex-officio member of all committees.
- c. The chairperson shall moderate all physical meetings and electronic discussions and call for any votes.

Section 5. Duties of Vice Chairperson

- a. Assist the Chairperson and assume duties during absences.
- b. Be responsible for publicity.

Section 6. Duties of Secretary

- a. Keep minutes of all physical meetings and hard copy of all electronic discussions.
- b. Keep a list of names, addresses, phone numbers and emails of all members (volunteers) and the duties they perform.

Section 7. Treasurer

- a. Keep a written record of all monetary transactions, donations, and expenses.
- b. Be responsible for the safe-keeping and deposit of funds.
- c. Project a budget for the coming year on June 1 of each year.
- d. Issue receipts and thank you notes for all donations.
- e. Arrange for reimbursement of directors' or volunteers' personal expenses made on behalf of the organization.

Article 7. Fiscal Year

The fiscal year of ELDERPET shall be July 1 – June 30.

Article 8. Amendments

These bylaws may be altered, amended or repealed and new bylaws adopted by the board at any meeting or discussion with the vote of 2/3 of the board.

Article 9. Dissolution

This organization may be dissolved by a 2/3 vote of the board of directors. Upon dissolution, any assets remaining in the treasury shall be transferred to the NHSPCA, PO Box 196, 104 Portsmouth Avenue, Stratham, NH 03885. Funds should be utilized for providing low income senior citizens and people with disabilities from Strafford and seacoast Rockingham counties with assistance for keeping their pets happy and healthy in their homes.

Agreed upon August 7, 2003 by incorporators.

Amended June 11, 2008 by the Board of Directors

Address amended May 17, 2016 by the Board of Directors

Amended August 23, 2021 by the Board of Directors