



Organization Bylaws

Version 1.2 10/7/2024

Article I - Name and Mission

1. The Name of this Organization shall be Mile High Pets and Handlers (MiH-PaH)
2. Our mission is to promote the Colorado Human Pet and Handler communities by providing a safe and inclusive LGBTQIA+ friendly space to promote social, educational, and community service opportunities.

Article II - Membership

Section I: Eligibility and Acceptance

- 2.1. Individuals shall be eligible to become a member by submitting an application, proof of age, and payment of any dues.
- 2.2. All members shall be individuals 18 years of age or older at the time of their application for membership to MiHPaH. All applicants to the Organization shall be required to submit proof of age.
- 2.3. Members who have been previously removed from the organization can request their situation be reviewed by the Board of Directors. The Board of Directors may remove this disqualification from the applicant via a unanimous vote.
- 2.4. Applicants who have been barred from organizations MiHPaH partners with may be denied membership.
- 2.5. Applicants who have misconduct that presents a threat to MiHPaH members or the organization may be denied membership including but not limited to physical, sexual, and emotional violence.
- 2.6. If the eligibility of a membership is in question due to previous misconduct in the organization, or known misconduct prior to applying for the first time, the Board of Directors will vote on the status of the application.
 - 2.6.1. A majority vote of the Board of Directors is needed to deny membership.
- 2.7. MiHPaH shall not discriminate on the basis of sex, gender, gender expression / identity, sexual orientation, national origin, disability, race, or religion, with the understanding that MiH-PaH is intended for human pups, handlers, and pets with members of all identities.
- 2.8. Disciplinary actions against members for inappropriate conduct shall be guided according to SOP.

Section II: Dues and Membership Term

1. Membership Term
 - 1.1. Membership with MiHPaH starts the day dues are paid, and is effective through the end of the membership year at the end of June. Dues will be prorated by the duration of the membership.
2. Dues and Fees

- 2.1. All members shall pay dues annually, or else membership benefits will be revoked from the individual until they reapply for membership.
 - 2.2. The amount and methods of payment shall be determined by the Board of Directors and are outlined in a published schedule as part of standard operating procedures.
 - 2.3. The Board of Directors shall have the authority to temporarily or permanently waive dues for individual members by majority vote.
3. Membership Expiration
 - 3.1. The member will be contacted via the email on file during the first week of the month their membership will expire, in order to alert them to renew.

- 3.1.1. The member will receive a follow-up email as their membership draws to a close, in order to alert them that they will lose membership if they do not renew.

Section III: Levels, Requirements and Privileges

- 1. Full Membership
 - 1.1. Requirements
 - 1.1.1. Must be 21 years of age or older.
 - 1.1.2. Must be eligible for membership with the Organization.
 - 1.1.3. Must pay all current organizational dues and any back-dated dues where applicable.
 - 1.2. Privileges
 - 1.2.1. Invitation to all meetings and Organizational functions, public or private.
 - 1.2.2. Receive all Organizational publications, emails, and mailings.
 - 1.2.3. May be identified as a member of MiH-PaH.
 - 1.2.4. May serve in any office on the Board of Directors and or any other committee or position pursuant to meeting the requirements of said position.
 - 1.2.5. May vote on all matters placed before the Organization as a whole (except for those involving disciplinary action against said member).
 - 1.2.6. May sponsor individuals for membership or office.
 - 1.2.7. Any other privileges granted by current operating practices/procedures.
- 2. Recruit Membership
 - 2.1. Requirements
 - 2.1.1. Must be 18 years or older and not yet 21.
 - 2.1.1.1. Upon reaching 21 years of age the recruit member may elect to apply to become a Full member of MiH-PaH, or voluntarily resign from the Organization.
 - 2.1.2. Must be eligible for membership with the Organization.
 - 2.1.3. Must pay all current organizational dues and any back-dated dues where applicable.
 - 2.2. Privileges
 - 2.2.1. Invitation to all meetings and Organizational functions (with respect to the age requirements of the hosting venue) public or private.

- 2.2.2. Receive all Organizational publications, emails, and mailings.
- 2.2.3. May be identified as a member of MiH-PaH.
- 2.2.4. May serve on and chair a committee.
- 2.2.5. May vote on all matters placed before the Organization as a whole (except for those involving disciplinary action against said member).
- 2.2.6. Any other privileges granted or disallowed by current operating practices/procedures.
- 2.2.7. May serve as a Board Member at Large if elected and become a dues-paying member.

Article III - Officers

Section I: Officers, Duties and Compensation

1. Officers

- 1.1. The Officers of the Organization, who comprise the Board of Directors shall be: President,, Secretary, Treasurer, Board Member 1 and Board Member 2 (a.k.a Board Members at Large)
- 1.2. Each Officer shall work to fulfill their assigned duties as outlined in these Bylaws, the standard operating procedures of the organization, and motions and resolutions of the Board of Directors. They shall be responsible to the other members of the Board of Directors, and the Organization as a whole for the execution of those duties.
- 1.3. Each Officer is authorized to organize a staff to assist them in the fulfillment of their duties.
- 1.4. The Board may appoint committees and operational positions as needed to support organizational functions.

2. Duties by Role

2.1. President

- 2.1.1. The President shall preside at all Organizational meetings.
 - 2.1.1.1. If the President cannot attend conferences/meetings, then the President shall appoint a member of the Board of Directors to preside on their behalf.
- 2.1.2. The President shall serve as a responsible spokesperson/delegate for the Organization.
- 2.1.3. Any other duties assigned by the Board of Directors.

2.2. Treasurer

- 2.2.1. The Treasurer will attend all Organizational meetings.
 - 2.2.1.1. If the Treasurer cannot attend conferences/meetings, they will appoint a proxy to act/update on their behalf.

- 2.2.2. The Treasurer will maintain the financial documentation and accounts of MiH-PaH.

- 2.2.3. The Treasurer will file all necessary paperwork and tax filings with appropriate government agencies.
- 2.2.4. The Treasurer will receive and disburse all funds related to MiH-PaH.
 - 2.2.4.1. The Treasurer will keep detailed records of income and expenditures which can be reviewed/audited by all members of the Board of Directors
- 2.3. Secretary
 - 2.3.1. The Secretary will attend all Organizational meetings.
 - 2.3.1.1. If the Secretary cannot attend conferences/meetings, they will appoint a proxy to act/update on their behalf.
 - 2.3.2. The Secretary will record all proceedings and attendance of meetings.
 - 2.3.3. The Secretary will maintain the official membership roster of MiH-PaH.
 - 2.3.4. The Secretary will prepare any documentation, forms, applications, etc. required by MiH-PaH.
 - 2.3.5. The secretary shall keep all records according to standard operating procedures.
- 2.4. Board Members at Large
 - 2.4.1. Board Members at Large shall attend Organizational meetings and participate in the governance of the Organization.
 - 2.4.2. Board Members at Large are encouraged to spearhead initiatives and lead committees.
- 3. Compensation
 - 3.1. Members of the Board of Directors shall serve without compensation for their services in that capacity.
 - 3.2. Board members may be reimbursed for legitimate expenses incurred on behalf of the Organization.
 - 3.2.1. Reimbursement shall be governed by standard operating procedures of the Organization.

Section II: Terms of Office and Elections

- 1. Terms of Office
 - 1.1. Terms of all Board of Directors positions are one membership year.
 - 1.2. Any Officer of the Board of Directors shall not be elected to the same office for more than 2 consecutive terms, unless no other qualified individual runs for the position.
 - 1.2.1. The members of the Board of Directors will be responsible for determining if an applicant meets the minimum qualifications of the position applied for.
 - 1.3. After an Officer reaches their term limit for an individual position with the Board of Directors, they must take a minimum of 1 election cycle break from that position before they are eligible to run for that position again.
- 2. Elections
 - 2.1. Eligibility

- 2.1.1. Only members with Full Membership are eligible to run for positions on the Board of Directors.
- 2.1.2. Members may only run for 1 officer position per election cycle.
- 2.1.3. Current members of the Board of Directors who are at their term limit for a particular office are not eligible to run for the same office.
 - 2.1.3.1. The exception to this rule is if no other person, or no other reasonably qualified person runs for the position. In this case, the current Board member may be reelected to their position again and disregard the term limit rule for the current election cycle.
- 2.2. Process
 - 2.2.1. Elections of officers for the Board of Directors shall happen in May and the results will be announced to members prior to the change of the Board of Directors.
 - 2.2.2. The current Board of Directors will make an application / nomination form for the following year's Board of Directors available to the Organization's members a minimum of thirty 30 days before the election is to be held.
 - 2.2.3. Voting privileges shall be limited to 1 vote per office, per member in good standing.
 - 2.2.4. Results of the election shall be announced no more than 48 hours after the close of voting.
 - 2.2.5. Voting shall occur via means defined by standard operating procedures.
 - 2.2.6. There shall be a two month overlap period between elections in May and the new Term beginning July 1st in which the outgoing board members will assist the incoming board members in transition into their roles.

Section III: Vacancies and Removal of Officers and Oversight

- 1. Vacancies
 - 1.1. In the event that a member of the Board of Directors vacates their office before the end of their term, is removed from office, or the position was not filled due to lack of applicants, the remaining members of the Board of Directors shall appoint, from the organization's members, a person to serve as an acting member of that position until a special election can be held or a new member is elected via standard election process.
 - 1.1.1. A special election shall be held within 30 days; or if less than 6 months of the term remain, the board may appoint an interim position to serve the remainder of the term until the standard election cycle schedule.
- 2. Removal of Officers
 - 2.1. Any member may propose a vote of no confidence for an officer as a new business item during any scheduled meeting of the Organization. This motion requires a second.
 - 2.1.1. If it is not seconded the motion fails.

- 2.1.2. If it is seconded, the membership present shall vote to affirm, and if a majority vote is not reached, the motion of no confidence will be dead. If the majority votes to proceed, the remaining board members and the proposing member will agree to a time for the formal vote to be held. The accused shall abstain from the vote.
- 2.1.3. The vote must occur after 7 days have passed but not more than 30.

- 2.1.4. The officer facing the no-confidence vote is not able to vote on business items or introduce motions until the no-confidence vote is held.
- 2.1.5. Members must be notified of the upcoming vote date and time once it is scheduled.
- 2.1.6. To remove the officer, the vote must carry two-thirds of the members in attendance at the meeting.
- 2.1.7. A vote of no confidence may not occur simultaneously for more than 2 Directors at any one time.
- 2.2. A member of the Board of Directors may request a vote of no confidence against another officer at any time. This motion requires a second. Should this happen outside of an Organizational meeting, a meeting of the Board of Directors must be convened within 72 hours of the request wherein the board must review the case against the officer and proceed with a vote for the removal of the officer.
 - 2.2.1. The officer in question shall be invited to attend the meeting at which the potential removal will be discussed and afforded the opportunity to speak in their own defense.
 - 2.2.2. The officer in question is not a required member of this meeting as they are not able to vote.
- 2.3. The officer may be removed upon a majority vote of the remaining members of the Board of Directors.
 - 2.3.1. If the vote by the Board of Directors does not achieve a majority the officer shall remain in office.
- 3. Director Oversight Committee
 - 3.1 Non-Board Members will have the right to form and operate a democratically elected Board Oversight Committee.
 - 3.1.1 The purpose of the Oversight Committee is to work alongside the Board of Directors in organizational matters and relay subsequent information to other members for the sake of transparency. This committee does not have a board vote, however may vote on its own committee matters.
 - 3.1.2 The Oversight Committee has the privilege to attend all meetings, including closed "Executive Session" meetings (Article IV Section 1.1.1).
 - 3.1.3 This committee can be formed as needed by a vote of a majority of members present at any meeting excluding votes by the Board of Directors.
 - 3.1.4 Upon successful vote to form the Oversight Committee, the membership shall choose among itself 3 members to form the Oversight Committee.
 - 3.1.5 The Oversight Committee shall send at least one representative to all regular meetings to report to the committee. If no Oversight Committee member is present at three consecutive regular meetings (given proper notice pursuant to Article IV Section 1.2) the committee shall be dissolved.
 - 3.1.6 The Oversight Committee may be dissolved by a $\frac{2}{3}$ vote of the committee or by a $\frac{2}{3}$ vote of all members present (excluding the Board of Directors) at any regular

meeting.

3.1.7 A new committee may be formed at any time pursuant to Section 3.1.2

Article IV - SOPs

1. Authority to Establish SOPs
 - 1.1. The Board of Directors (the "Board") shall have the authority to establish and adopt Standard Operating Procedures (SOPs) that govern the day-to-day operations of the organization.
 - 1.2. SOPs may be implemented to ensure consistency, compliance with applicable laws, and operational efficiency across all organizational activities.
 - 1.3. SOPs shall be aligned with the organization's mission, vision, and strategic goals, and must not conflict with the Articles of Incorporation or these Bylaws.
2. Adoption and Approval of SOPs
 - 2.1. SOPs shall be proposed by any Board member, committee, or designated operational team.
 - 2.1.1. A copy of the proposed SOP shall be provided to the general membership for comment and review 1 week prior to voting by Board.
 - 2.2. A draft of the SOPs shall be distributed to all Board members at least seven (7) days before a scheduled Board meeting for review.
 - 2.3. Adoption of new SOPs or amendments to existing SOPs requires a majority vote by the Board members present at a duly called meeting.
 - 2.4. Once adopted, the SOPs shall be distributed to the general membership for their awareness and transparency, either through publication or notification.
3. Review and Amendment of SOPs
 - 3.1. The Board shall conduct a formal review of the SOPs at least once every twelve (12) months to ensure they remain relevant and effective.
 - 3.2. Any Board member may propose amendments to the SOPs during a review or at any Board meeting. The process of amendment follows the same procedure as outlined for adoption in Section 2.
4. General Membership's Role in Changing SOPs
 - 4.1. The general membership may propose changes or amendments to the SOPs by submitting a written request
 - 4.2. The Board shall review the proposed changes within 30 days of receiving the request.
 - 4.3. If the Board approves the proposed changes by a majority vote, the amendments will be incorporated into the SOPs.
 - 4.4. If the Board rejects the proposed changes, a written explanation shall be provided to the membership.
 - 4.5. If the general membership is dissatisfied with the Board's decision, the proposed changes may be brought to a vote by the entire membership at

the following regular meeting. A two-thirds (2/3) majority vote of the general membership present at said meeting shall be required to overturn the Board's decision and adopt the proposed SOP changes.

5. Emergency Amendments
 - 5.1. In case of urgent or emergency circumstances, the Board may temporarily amend the SOPs with a three-fifths (3/5) majority vote without prior notice.
 - 5.2. Any emergency amendments must be presented to the general membership for review at a regular meeting no more than 14 days from adoption and ratified by a simple majority vote to remain in effect. If not ratified, the SOPs will revert to their original form.
6. Publication and Accessibility
 - 6.1. The SOPs, and any subsequent amendments, shall be readily accessible to all members of the organization through the official website, member portal, or other appropriate means.
 - 6.2. A summary of any significant changes to the SOPs shall be communicated to the general membership within fourteen (14) days of adoption or amendment.

Article V - Meetings

Section I: Meetings

1. Regular, Special and Emergency Meetings
 - 1.1. The Board of Directors shall hold a regular meeting open to the Organization's membership at least once every 3 months.
 - 1.1.1. Quorum for regular meetings shall be 2/3rds of the Board of Directors.
 - 1.1.2. The Board of Directors may close a meeting to the Membership ("enter executive session") upon a majority vote of the Board of Directors.
 - 1.2. The President shall set the date and time of the meetings in the absence of a duly approved motion of the Board of Directors. Notice of at least 10 days prior to such a meeting shall be given.
 - 1.3. The Board of Directors may hold special meetings at the call of the President, or upon the call of a majority of the Board. Such meetings may be called with a notice of at least 3 days prior to such meeting given to each director via most reliable means of contact.
 - 1.4. Emergency meetings may be called as needed.

Article VI - Finances and Property

Section I: Organization Obligations, Credit, Loans, Funds & Fiscal Year

1. Organizational Obligations
 - 1.1. Members of the Organization shall not be personally responsible for any financial obligations of the Organization in any nature whatsoever, nor shall any of the property of a member be subject to the payment of obligations of the Organization to any extent whatsoever.

2. Organizational Credit
 - 2.1. Except upon the unanimous consent of the Board of Directors, no member of the Organization shall sign or endorse in their official capacity, nor accept, any obligations to any party or parties, nor shall any check, note, bond or stock certificate be used by any member of the Organization as collateral for any obligation of his or her own.
3. Loans
 - 3.1. The Organization shall not lend any of its financial assets to a member, officer, director or other agent.
4. Disbursement of Funds
 - 4.1. The President, Treasurer, and Secretary shall be authorized signatories on the financial accounts of the Organization.
 - 4.1.1. The authority to disburse funds may be extended to others through a standard operating procedure adopted by the Organization.
 - 4.2. Wherever possible, any disbursement of funds should be discussed with, and approved by, the majority of the Board of Directors before the disbursement occurs.
 - 4.3. Any disbursement of funds must be communicated to the Treasurer so the Organization's financial accounting can be updated.
 - 4.3.1. A receipt for the disbursement should accompany the communication whenever possible.
5. Fiscal Year
 - 5.1. The fiscal year of MiH-PaH shall match the membership year (July 1st - June 30th of the following year).

Article VII - Indemnification

Section I: Indemnification

1. Indemnification
 - 1.1. The Organization shall indemnify all Directors, Officers, Members, or Staff persons who act on behalf of the Organization in good faith and who is not indemnified by another Organization or employee benefit plan.

Article VIII - Parliamentary Authority

Section I: Parliamentary Authority

1. Rules of order
 - 1.1. The rules contained in the current MiH-PaH Meeting standard operating procedures shall govern MiH-PaH in all cases to which they are applicable.
 - 1.2. When the MiH-PaH Meeting standard operating procedures do not cover a situation in a meeting, the President shall preside over the rules issue until regular order is restored.

Article IX - Amendments to the Bylaws

1. Amendments may be proposed at a regular meeting and seconded by any attending members in good standing. A majority membership vote will be required to advance the amendment to consideration by the membership at large.
2. The proposed amendment will be published for public comment by the membership for no less than 15 and no more than 30 days.
3. A special meeting will be scheduled and prominently announced within the public comment period to vote on adopting the proposed amendment.
4. Voting will be held according to standard operating procedures at this special meeting.
5. To ratify the amendment, a $\frac{3}{4}$ majority vote of attending members is required.
6. The updated bylaws will be deposited in the state registry within 90 days of ratification by a deputized member of the Board of Directors.

Article X - Dissolution of the Organization

Section I: Liquidation of Assets

1. Liquidation of Assets

- 1.1. In the event of the liquidation or dissolution of the Organization, the Board of Directors shall be tasked with liquidating the assets. The Board of Directors will split the funds and any assets between local non-profit organizations that align with our organizational mission; if they are still registered non-profit organizations at the time of MiH-PaH dissolution. A list of recommended organizations are kept in standard operating procedures which is updated yearly by the Board of Directors. If none of these organizations are currently operating non-profits, MiH-PaH will surrender the funds and any assets to the State of Colorado.