

BYLAWS OF CASSIE'S CAWS INC.

Article I: Mission and Purpose

Name

The name of the organization shall be **Cassie's Caws Inc.**

Mission

Cassie's Caws is committed to honoring Cassie Tianna Torres by:

1. Supporting animal welfare through monetary and physical donations.
2. Providing essential medical assistance for animals in need.
3. Engaging the community in raising awareness about animal care and compassion.

Cassie's Caws is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The organization is dedicated to enhancing the welfare and quality of life for animals in need.

Article II: Membership

Eligibility

Membership is open to all individuals who support the mission of Cassie's Caws and wish to stay informed about events, volunteer opportunities, and other organizational updates.

Membership Structure

- Membership is free and based on enrollment in the organization's digital text notification system.
- Members will receive notifications about events, volunteer opportunities, fundraising activities, and other updates.

How to Join

- Individuals can enroll in Cassie's Caws by subscribing to the organization's digital notification service via instructions provided on its website or social media platforms.

Membership Rights and Responsibilities

- Members will receive regular updates about Cassie's Caws activities but will not have voting rights or decision-making authority.
- Members are encouraged to participate in events and promote awareness about the organization.

Opt-Out and Privacy

- Members can opt out by texting "STOP" to the notification service.
- The organization will not share personal contact information with third parties and will use it solely for membership communication.

Membership Termination

- Membership may be terminated by the member at any time.
- The organization reserves the right to remove members who violate terms or engage in activities contrary to the organization's mission.

Membership Dues

- Membership will always include a free option.
- If the Board of Directors establishes dues, members will be notified, and payment methods will be outlined.
- All dues are non-refundable.

Approval of Posts

- Posts on official social media platforms must have **written approval from individuals featured in photos** before publication. Approval may be granted through written messages.
- Photographs are encouraged to enhance engagement and outreach.

Responsible Use

- Social media content must align with the mission of Cassie's Caws and maintain a positive, respectful tone.

Article III: Board of Directors

Composition

The Board of Directors shall include the following positions:

- **President** (Founder)
- **Vice President**
- **Treasurer**

Roles and Responsibilities

President (Founder)

- Acts as the primary spokesperson and oversees all operations.
- Holds sole authority over financial accounts and approves all expenditures.
- May approve expenses up to \$500 independently. Expenses exceeding \$500 require an additional Board member's approval.

Vice President

- Assists in fundraising, social media, and community engagement.
- Promotes the mission and increases public awareness.

Treasurer

- Manages financial oversight, prepares reports, and ensures compliance with nonprofit regulations.
- Coordinates vendors, contracts, and administrative support for organizational initiatives.

Decision-Making and Voting

- Major decisions require a majority vote, with at least two-thirds ($\frac{2}{3}$) agreement.
- In the event of a tie, the Board may appoint a temporary fourth member to resolve the issue. If the tie persists, the ruling will not pass.

Meetings

- Meetings may be conducted digitally, with minutes recorded and signed by participants.
- Minutes will be retained for accountability and transparency.

Conflict of Interest Policy

- Board members and officers must disclose any potential conflicts of interest, including financial transactions or partnerships.
- Individuals with conflicts must abstain from related discussions and votes.
- All disclosures shall be recorded in meeting minutes.

Article IV: Financial Management

Financial Accounts

- Financial accounts will be in the organization's name, managed by the Treasurer and overseen by the President.

Budgeting and Expense Approval

- The Board shall prepare monthly budget outlines.
- The President may approve expenses up to \$500 independently. Expenses exceeding \$500 require additional Board approval.

Fundraising and Record Keeping

- All funds raised will be documented and managed by the Treasurer.
- Financial records, including receipts and reports, will be retained for a minimum of seven years.
- Donations of \$100 or more will receive receipts and be individually recorded.

Article V: Community Outreach Officer

Role

Community Outreach Officers are responsible for fostering connections and raising awareness in local communities. Officers must complete 1 of the 3 requirements within the year of their role. Years starting in January and concluding at the end of December.

Responsibilities

Officers must:

1. Organize at least one community fundraiser annually.
 2. Promote at least two events and encourage a minimum of five participants at each, with proof via receipts or photos.
 3. Establish a donation drive at a school, collecting items for Board-approved shelters.
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Article VI: Volunteers

Volunteers must:

- Treat animals, community members, and fellow volunteers with respect.
- Represent Cassie's Caws positively in public and online.
- Establish school donation drives, receiving **10 service hours upon donation** delivery with photo evidence.
- Additional hours rewarded can be approved by the board of directors on a case by case basis.

Article VI: Amendments

These bylaws may be amended by a majority vote of the Board of Directors. Proposed amendments must align with the mission and vision of Cassie's Caws and comply with all applicable laws.

Adoption of Bylaws

These bylaws were adopted by the Board of Directors on **11-13-24**

President Signature:

Bryce Rose

Vice President Signature:

Natalie Torres

Treasurer Signature:

Zoe Jan