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**The mission of Doxie Rescue of Bucks, is to arrange safe shelter, offer necessary care and required socialization, and work to find a forever home for any dachshund in need. We educate the community about the characteristics of the dachshund breed and the importance of spaying and neutering to prevent over breeding and unwanted, abandoned, or mistreated dogs, and to promote successful, life-long dachshund adoptions.**

**Part II 1**

**ARTICLES OF INCORPORATION for Doxie Rescue of Bucks.**

The undersigned executes these Articles of Incorporation for the purpose of forming a Delaware corporation without stock and not for profit under the laws of Delaware.

**ARTICLE I  
NAME**

The name of the Corporation is **Doxie Rescue of Bucks.**

**ARTICLE II  
EXISTENCE**

The period of existence of the Corporation shall be perpetual.

**ARTICLE III  
PURPOSE**

The Corporation is organized exclusively for charitable, educational, and scientific purposes within the meaning of those terms as used in section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any successor statute thereto (the "Code"). In furtherance of the aforementioned purposes, the Corporation's specific purposes shall include the following:

1. Doxie Rescue of Bucks shall provide for the welfare of Dachshund canines by promoting the prevention of animal cruelty, providing community education on the importance of spaying and neutering canines, promoting successful life-long adoptions of Dachshunds, and providing resources to Dachshund owners experiencing temporary hardship.
2. To contract with and employ such individuals, consultants and other agents as the Corporation may deem advisable;
3. To adopt and enforce such By-Laws, rules and regulations as the Corporation may from time to time deem advisable for the attainment of its purposes;
4. To exercise any, all and every power that a nonprofit corporation organized under the provisions of the Delaware Nonstock Corporation Law for charitable, educational and scientific purposes, all for the public welfare, can be authorized to exercise but not any other purpose. No substantial part of the activities, funds, property or income of the Corporation shall be used in carrying on any political activity, directly or indirectly, or in attempting to influence

legislation. Neither the Corporation nor its officers or directors shall, in their capacity as officers or directors of the Corporation, contribute to or otherwise support or assist any political party or candidate for elective public office. Any gifts, grants, scholarships and other awards made by the Corporation shall be given or awarded in such manner as does not violate the restrictions under Code section 501(c)(3).

#### **ARTICLE IV POWERS**

Notwithstanding any other provisions of the Articles of Incorporation of the Corporation, the Corporation shall not carry on any activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Code section 501(c)(3), or (ii) by a corporation, contributions to which are deductible under Code section 170(c)(2). The Corporation shall operate, and shall receive, hold, use and dispose of its funds and property, after providing for expenses incident to its operation, exclusively for the purposes of its organization. No part of the net earnings or assets of the Corporation shall inure to the benefit of any private individual or other person having a personal and private interest in the activities of the Corporation, except that the Corporation shall be authorized to pay reasonable compensation for necessary services actually rendered to it and to make payments and distributions for the purposes of the organization. No dividends or pecuniary profits or liquidation dividends or distributions shall be declared or paid. Supplementary to the purposes of this organization, the Corporation may engage or participate in any activity, business or enterprise to procure funds for the purposes of the Corporation but only, however, to the extent that such activity, business or enterprise will not jeopardize the tax-exempt status of the Corporation.

**ARTICLE V  
MEMBERS**

The Corporation shall not have members.

**ARTICLE VI  
BOARD OF DIRECTORS**

The affairs of the Corporation shall be managed by a Board of Directors as set forth in the By-Laws of the Corporation. The manner of appointment and removal of the Board of Directors shall be provided in the By-Laws of the Corporation. An action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing setting forth the action is signed by two-thirds of the directors then in office. The interest of any director, officer or member in this Corporation shall not be assignable inter vivos, nor shall it pass to any personal representative, heir or devisee.

**ARTICLE VII  
INITIAL BOARD OF DIRECTORS**

The number of directors constituting the initial Board of Directors is three and the names and addresses of the persons who are to serve as the initial directors until their successors are appointed and qualified are:

<u>Name:</u>	<u>Address:</u>
Cynthia SM Kura	181 Gilbert Drive Morrisville, PA 19067
Jo Ann Whalen	181 Gilbert Drive Morrisville, PA 19067
Amy Repasy	181 Gilbert Drive Morrisville, PA 19067

**ARTICLE VIII  
NON-DISCRIMINATION**

The Corporation shall not discriminate in its hiring practices, in the compensation of its employees, in carrying out its charitable and educational purposes, or in any other manner, on the basis of age, race, creed, color, handicap, marital status, gender, sexual orientation, national origin, ancestry, arrest record or conviction record, as those terms are defined by Delaware law.

**ARTICLE IX  
DISSOLUTION AND LIQUIDATION**

If the Corporation proves unable to carry out the purpose for which it was created, the Corporation shall be dissolved in accordance with law. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation to tax exempt governmental units or to such organization or organizations, as the Board of Directors shall select, which are organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Code section 501(c)(3). If the Board of Directors proves unable to agree upon the disposition of the Corporation's assets, all residual assets shall be surrendered to the Circuit Court located in the county in which the Corporation's principal office is located for disposition by the Court for the benefit of other organizations that are exempt under Code section 501(c)(3).

**ARTICLE X  
PRINCIPAL OFFICE**

The location of the initial principal office of the Corporation shall be in Bucks County at c/o Jo Ann Whalen, 181 Gilbert Drive, Morrisville, PA.

**ARTICLE XI  
REGISTERED AGENT AND OFFICE**

The name and address of the initial registered agent and registered office of the Corporation are:

Cynthia SM Kura  
181 Gilbert Drive  
Morrisville, PA 19067

**ARTICLE XII  
INCORPORATORS**

The name and address of the incorporator is:

The Company Corporation  
2711 Centerville Road, Suite 400  
Wilmington, DE 19808

Executed this 7th day of December, 2012.

INCORPORATOR:

\_\_\_\_\_  
Craig Billings Miller, Esq.

This document was drafted by Cynthia SM Kura, PhD.

Please return this document to:

Cynthia SM Kura  
181 Gilbert Drive  
Morrisville, PA 19067

## **Part II 5**

### **BYLAWS for Doxie Rescue of Bucks.**

#### **BYLAWS**

Doxie Rescue of Bucks

Reviewed: January 1, 2012

/Adopted: January 15, 2012

#### **Article I. ORGANIZATION**

Section 1: The name of this organization shall be Dachshund Rescue of Buck, hereafter referred to as DRBC.

Section 2: The Corporation is organized under Chapter 19, Title 30, Delaware Code, exclusively for charitable and educational purposes for the public benefit.

Section 3: The formation date of this organization is 1 January 2012.

Section 4: The principal office for the transaction of the activities and affairs of this corporation is located in Bucks County, Pennsylvania. The board of directors may change the location of the principal office and this Section shall be amended to reflect the new location.

Section 5. In the interest of transparency, the IRS filing information, shall be posted on the organization's website or otherwise made available to the public upon request.

## **Article II. PURPOSE**

DRBC is a non-profit corporation formed under the laws of the State of Delaware, for the following purposes and goals:

Section 1: DRBC is organized and operated for the primary purpose of providing for the welfare of dachshunds and the prevention of cruelty to animals.

Section 2: The programs and activities of DRBC organization shall reflect and further the stated tax-exempt purposes of the organization. The Board of Directors is charged with responsibility for ensuring that the organization acts in furtherance of such purposes.

Section 3: DRBC will arrange safe shelter, offer necessary care and required socialization, and find a forever home for dachshunds in need.

Section 4: DRBC will educate the community about the characteristics of the dachshund breed and the importance of spaying and neutering to prevent over breeding and unwanted, abandoned, or mistreated dogs, and to promote successful, life-long dachshund adoptions.

Section 5: DRBC will make its resources available to dachshunds and their owners in times of natural disaster and, to the extent possible, DRBC will offer assistance to dachshunds whose families are experiencing temporary financial or medical hardships which affect the welfare of the dachshunds.

Section 6: The DRBC shall perform such other functions as are necessary to fulfill the purposes of the organization.

Section 7: Standardized DRBC activities will follow procedures and use forms as set forth in the corporation's procedure book.

Section 8: DRBC will collaborate with, and welcome collaboration from, other organizations working for dachshund welfare.

Section 9: DRBC shall not be conducted or operated for profit and no part of any profits or donations to DRBC shall inure to the benefit of any member or individual.

### **Article III. MEMBERS**

Section 1: There is no membership option at this time.

Section 2: This Corporation shall have no voting members within the meaning of the Nonprofit Corporation Law. The corporation's board of directors may, at its discretion, admit individuals to one or more classes of nonvoting members; the class or classes shall have such rights and obligations as the board finds appropriate.

### **Article IV. OFFICERS**

Section 1: DRBC shall be managed by a governing board, which is herein referred to as the "Board of Directors," "Board," "Directors" or "Board members". Each Board member shall be at least 18 years of age. A Board member need not be a citizen of the United States or a resident of the State of Delaware. No person who shall have been convicted of animal cruelty, neglect or abandonment by a court of law or other appropriate governmental authority may be a member of the Board.

Section 2: Officers for the DRBC will be the President, First Vice-President, Second Vice-President, Corresponding Secretary, Recording Secretary, Treasurer (and co-Treasurer, if requested)

a. The President shall be the presiding officer of DRBC and shall preside over the Board in a manner befitting the President of any corporation. The President shall coordinate the development and distribution of all educational materials and will oversee the use of these materials within the general public.

b. The First Vice President shall serve in the absence of the President and shall represent DRBC in the capacity of a Vice President of the corporation.

c. The Second Vice President shall serve in the absence of the President and First Vice President and shall represent DRBC in the capacity of a Vice President of the corporation.



d. The Recording Secretary will record the minutes of each meeting, and distribute a copy of the minutes to each Board member at the next meeting. The Recording Secretary shall also inform the members of the Board of the time, place and date of the next Board meeting. The Recording Secretary shall be responsible for updating and maintaining the Corporate Record Book, and shall make said book available to the members of the Board, or any other entity with a legitimate interest, upon request. The Recording Secretary shall be responsible for following the DRBC Document Retention Policy, in regards to document retention and destruction; the handling of electronic files and back-up procedures; and the archiving of documents, however, the care of electronic files and back-up procedures may be delegated to another Board member, if that Board member possesses the necessary technical skills. If such duties are delegated, the Recording Secretary will inform the Board of Directors and will record the information in the minutes. The Document Retention Policy will be filed in the Corporate Record Book and the Policy and its implementation will be reviewed and assessed regularly by the Board of Directors, but not less often than every two years.

e. The Corresponding Secretary shall read correspondence at Board meetings, as requested by the President. The Corresponding Secretary shall check with the other officers about letters to be written immediately after the meeting and shall write authorized letters immediately, including all donation thank you letters. Letters received and all replies written shall be placed in the Corporate Record Book. The Corresponding Secretary shall maintain all rescue dog adoption records, foster home reports, and surrender forms on any dachshund that has been adopted, along with any other related paperwork specified by the Board.

f. The Treasurer(s) shall keep the organization's financial records and provide necessary information and documentation that is complete and accurate to the Internal Revenue Service and the State of Delaware and other governmental bodies, as required, in a timely manner. The Treasurer(s) shall be responsible for the deposit, maintenance and disbursement of funds of the corporation, and shall keep a current strict account of the corporate funds, and shall present a report at each Board meeting. The Treasurer(s) shall not disburse funds without the approval of the Board and shall deposit all funds in a bank account(s) designated by the Board. The Treasurer(s) shall assist in the preparation of budgeting activities and shall help develop fundraising plans.

g.: The number of officers may be increased or decreased by action of the Board of Directors but may not be less than three (3) officers.

Section 3: The DRBC Board of Directors shall have sole authority to determine how the organizational funds are disbursed.

Section 4: The adoption fee for any dachshund shall be determined by the Board of Directors; the fee schedule may be changed at any time by a vote of The Board. Based on the age, medical history, and adoptability of the dog, the adoption fee may be adjusted and/or waived. Final determination of the fee shall be the responsibility of the Board.

Section 5: The officers of the Corporation shall each have such powers and duties as are set forth herein and as generally pertain to their respective offices and in addition shall have such powers and additional duties pertaining to their Offices as may be prescribed by the Board. Any officer may delegate any one or more of such duties to volunteers working under his/her supervision.

Section 6: Elected officers shall serve on the DRBC Board for a period of two (2) years and may be re-elected to subsequent terms.

Section 7: DRBC shall replace any elected officer who has two unexcused, consecutive absences from DRBC meetings that are noticed according to the procedures set out in these bylaws.

Section 8: The Board of Directors may vote to remove any Board member for cause. By unanimous vote of the Board of Directors, after reasonable notice and hearing, the Board of Directors may terminate the membership of any Board member for acts or conduct prejudicial to DRBC. Disagreeing with other Board members and/or voicing his/her opinion(s) if done in a respectful, non-abusive manner, shall not be cause for the removal of a Board member under these bylaws.

Section 9: In the event of a vacancy in any office, except President, the Board will elect a replacement to serve out the existing term. In the event there is a vacancy in the office of President, the First Vice-President shall assume the duties of the President until the end of the term, and the Second Vice-President shall become the First Vice-President.

Section 10: Any officer may, with Board approval, serve as a liaison to any other organizations deemed appropriate, and may represent DRBC and interface with other Rescue groups throughout the country.

Section 11: Each of the two Founding Members may remain on the Board in perpetuity, maintaining one vote each.

Section 12: Nothing in these by-laws is intended to prevent the reelection of an officer.

## **Article V. DUTY OF CARE**

Section 1. The Recording and Corresponding Secretaries, along with the Treasurers, shall be responsible for maintaining records of the organization's activities. These records will be relied on to show that the Board members have acted knowledgeably, reasonably and in good faith, with the care a prudent person in a like position would exercise in the same or similar circumstances, in carrying out its responsibilities and furthering the mission of DRBC. These records shall be reviewed regularly and shall be made available for government review.

Section 2. Procedures will be in place to ensure that all members of the Board of Directors are, in fact, familiar with DRBC's mission, finances and activities, that they understand DRBC's financial status, and that they are familiar with appropriate and sufficient information concerning DRBC and its activities to ensure that it is acting in furtherance of its stated charitable purposes. These procedures shall be kept in the Corporate Record Book and reviewed regularly, and updated as needed. Each new Board member and each newly-elected Officer shall be given a copy of the procedures, and shall be given all necessary assistance needed to acquire the appropriate knowledge in a timely manner.

## **Article VI. MEETINGS**

Section 1: The annual meeting of DRBC will be held during the month of October each and every year.

Section 2. Regular working meetings of the Board of Directors will be held as needed, but not less than four times a year. The annual meeting may be counted as one of these four meetings.

Section 3: There will be at least 10 days advance written notice of any meeting. "Written notice" refers to either postal mail or email.

Section 4: A quorum must be present before the Board may take a binding vote. 51% of the Board members constitute a quorum.

Section 5: Minutes will be recorded at each DRBC meeting, approved at the subsequent meeting and copies shall be forwarded to the Board members.

Section 6. At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Attendance  
Minutes of last meeting  
Treasurer's Report  
Reports of the Directors  
Reports of additional committees  
Unfinished business  
New business  
Adjournment

#### **Article VII. COMMITTEES**

Section 1. The DRBC Board of Directors shall establish an independent audit committee (with at least one member with pertinent expertise), to retain and review the work of the organization's independent auditor.

Section 2. If the need arises, the President may appoint a committee to research, or act upon, an issue and report back to DRBC. These committees will have no standing beyond the purpose designated by the DRBC President.

#### **Article VIII. PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall govern the DRBC in all cases where they are not in conflict with these bylaws. Said rules may be suspended by a majority vote of the DRBC providing a quorum is present.

#### **Article IX. CODE OF CONDUCT**

Section 1: In the course of carrying out the mission of DRBC, Board members or their representatives may from time to time come upon disturbing situations.. Regardless of the condition of the dog or its surroundings, any representative of DRBC will be expected to approach the situation and treat every person in nothing less than a professional manner, keeping the future well-being of the dog as the goal. If safety becomes an issue, good judgment will always be exercised to protect both the DRBC representative and the dog. DRBC acknowledges there may be occasions when it will be necessary to ask Animal Control or other local authorities for assistance.

Section 2: DRBC will not tolerate any actions or slurs, jokes or any other comments or conduct that creates, encourages or permits an offensive or intimidating environment. This applies to both group communications and one-on-one communications. Other unacceptable behaviors include threats, violent behavior, mistreatment of animals, intimidation, use of obscenities and personal slander. DRBC will maintain an open and friendly environment encouraging members to voice their concerns, opinions, and suggestions. In addition, DRBC will not discriminate in anyway in providing its services, including on the basis of sex, race, religion, age, disability, sexual orientation, or national origin.

Section 3: All volunteer membership listings are for internal use only and should not be distributed to anyone outside of the organization and shall only be used to address DRBC interests.

Section 4: All information gained through applications, forms, emails, records, or other means are confidential and not to be shared outside the legitimate interests of DRBC.

Section 5. The Board of Directors shall adopt a specific policy for the handling of complaints concerning possible financial impropriety or misuse of DRBC resources (sometimes referred to as “whistle blower” policies). Such policies shall be kept in the Corporate Record book and shall be reviewed on a regular basis, but not less often than every two years.

## **Article X. STEWARDSHIP**

Section 1. The Board of Directors has a duty to protect the DRBC resources from, improper use, waste or loss.

Section 2. The Board of Directors shall only approve and pay compensation determined to be reasonable and appropriate for services or goods provided to DRBC by any individual, business, or organization.

Section 2. The Treasurer’s records shall be kept in a manner, which may show whether, and how, DRBC’s financial resources are used to further its tax-exempt purposes.

Section 3. Each Member of the Board shall be familiar with DRBC’s financial status and the activities, undertaken , and how expenditures and activities relate to the stated missions of the organization.

Section 4. The Board of Directions shall, after appropriate deliberation, adopt the annual budgets

Section 5. The DRBC Board of Directors shall arrange for an independent auditor to conduct annual audits of finances of the organization.

#### **Article XI. CONFLICT OF INTEREST**

Section 1: Each Director must act in his or her capacity as a member of the Board of Directors for and in the interest of DRBC, therefore a formal Conflict of Interest policy has been adopted, implemented and will be regularly assessed by the Board, but not less often than every two years. This Policy shall be filed in the Corporate Record Book.

Section 2: All Board members will openly declare any actual or perceived conflict of interest that may result from taking part in discussion or decision making on an issue before the corporation while having business, professional, or personal interests that could bias decisions.

Section 3: The Board of Directors has the sole responsibility for determining whether such interests constitute a conflict and if so what the remedy will be.

Section 4. Whenever a director or officer has a material, financial or personal interest in any matter coming before the board of directors, the board shall ensure that

(a) The interest of such officer or director is fully disclosed to the board of directors.

(b) No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such transaction may be authorized.

(c) Before authorizing or approving the transaction, the board considers and, in good faith decides after reasonable investigation, that the corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and

(d) The corporation for its own benefit, and after due and objective examination of the facts, without participation of individuals with a conflict of interest, and after consideration of "comparables", enters into the transaction, which does not exceed fair market value and is reasonable to the corporation at the time the transaction is entered into; and

(f) Such contract or transaction is authorized in good faith as being in the best interests of DRBC by a majority of the board by a vote sufficient for that purpose without counting the votes of the interested directors.

(g) The Recording Secretary is charged with keeping written records of meetings at which such votes are taken and shall record such disclosure, abstention, and rationale for approval of the decisions and the decision making process. Such records shall be filed in the Corporate Records book, and shall be available for inspection at any time.

Section 5: Each Board member acknowledges that information gathered by DRBC is for the benefit of all members and the dachshund breed; therefore no information received as a member of the Board of Directors of DRBC will be used for personal benefit or the benefit of friends, family members or business associates.

This Article does not apply to a transaction that is part of an educational or charitable program of this corporation if it

(a) is approved or authorized by the corporation in good faith and without unjustified favoritism, and

(b) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the educational or charitable program of this corporation.

## **Article XII. ETHICS**

Section 1. In keeping with the organization's Mission Statement, all Board members and foster and adoptive families will do their best to support the rescue and welfare of abandoned, mistreated, or unwanted Dachshunds. In addition, each Board member and foster and adoptive family, and volunteer or any other person acting on behalf of DRBC is expected to adhere to a code of ethical behavior.

Section 2. DRBC has adopted a standard code of ethics which shall provide the framework for all dealings with animals and the public. This Code shall be filed in the Corporate Record Book and a copy will be provided to all volunteers, foster and adoptive families, and any other person acting on behalf of DRBC.

Section 3: The Board of Directors shall review and assess this Code and related policies on a regular basis, but not less often than every two years.

### **Article XIII. INDEMNIFICATION AND INSURANCE**

Section 1. Except as otherwise directed by the Board of Directors, any director or officer made a party to an action or proceeding, whether civil or criminal, by reason of the fact that he is or was a director or officer of the corporation shall be indemnified by DRBC to the full extent permitted by law.

Section 2. DRBC shall obtain such insurance as the Board of Directors shall from time to time determine to protect the Corporation against losses caused by the fraudulent or dishonest acts of any director, officer or employee, to reimburse the Corporation for any obligation incurred pursuant to the first paragraph of this Article, and to indemnify directors and officers under circumstances permitted by law.

### **ARTICLE XIV: COMMUNICATIONS**

Section 1. Each DRBC Board member has a responsibility for communicating the message, mission and activities of the organization accurately to the general public. These communications may be made by any means, including, but not limited to, U.S. Mail, e-mail, Internet postings, printed material, or phone.

Section 2. The Board of Directors has adopted a policy for official communications and publications which will insure that all communications on behalf of DRBC are standardized to the extent possible, and are made only to promote the mission of the organization.

Section 3. Copies of standard forms, letters, educational materials, and any other communication material used by DRBC on a regular basis shall be kept in the Corporate Record Book and made available to Board members for their use. Such materials may also be stored electronically.

Section 4. All written materials used by DRBC shall be reviewed regularly and assessed in view of the organization's mission. Such materials may be deleted, added to, or updated at any time to better serve the organization and the public

Section 5. No deviation or re-design of the DRBC letterhead or logo may be used without the expressed permission of the Board.

Section 6. The DRBC letterhead may not be scanned into any computer program to be used in communication without the expressed permission of the Board. The Board grants this permission to its Officers.



## **ARTICLE XV. PROPERTY**

Section 1. All written communications, plans, manuals, logos, and all related documents are the property of DRBC.

Section 2. All computer files that have anything to do with DRBC business are the property of DRBC.

Section 3. The information on the website [www.doxierescue.com](http://www.doxierescue.com) is the property of DRBC, unless otherwise stated or governed under US copyright law.

Section 4. Information contained in the DRBC database is the property of DRBC.

Section 5. All mailing lists, including those for U.S. mail and e-mail, which are created and maintained by DRBC 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.

Section 6. When Board member resigns, is replaced by a Board vote or in an election, or otherwise leaves the organization, any property they have which belongs to DRBC must be turned over to an active Board member within ten (10) days, unless other arrangements have been made in writing.

Section 7. Any property not returned within ten (10) days, or other reasonable time frame established by the Board, will result in DRBC 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 item(s).

## **Article XVI. FUNDRAISING**

Section 1. The Board of Directors will regularly assess DRBC's fundraising and solicitation activities, and their compliance with federal, state, and local requirements.

Section 2. The Board shall continuously act to ensure that solicitation materials are accurate, truthful and candid.

Section 3. The Board shall adopt a policy relating to the percentage of costs incurred in fundraising activities in comparison to the funds actually raised. This policy shall be reviewed before the start of any fundraising activity. At no time shall fundraising costs exceed expenses reasonably associated with market values.

Section 4. The Recording Secretary shall file this policy in the Corporate Record Book. This policy shall be reviewed regularly, but not less often than every two years.

Section 5. In the event that the Board votes to retain a professional fundraising firm at a future date, care will be taken to ensure adherence to this policy and to any governmental regulations regarding non-profit charitable fundraising that maybe in place at that time.

## **Article XVII. ADOPTION AND AMENDMENT OF BYLAWS**

Section 1. DRBC voluntarily adopts these bylaws and practices necessary for good governance. The Board of Directors shall, in good faith and on behalf of the organization, only take action that complies with all legal and regulatory requirements.

Section 2. These bylaws may be amended at any regular meeting of the DRBC by a majority vote of the DRBC members, providing a quorum is present. Bylaws shall be amended as necessary to carry out the organization's stated mission, or to comply with any changes in any laws affecting the governance of non-profit charitable organizations

## **Article XVIII. DISSOLUTION**

DRBC may be dissolved at any time by the written consent of three-fourths of the Board of Directors and Officers. In the event of dissolution, other than for purpose of reorganization, whether voluntary or involuntary or by operations of law, none of the property, nor any proceeds thereof shall be distributed to any members. After payment of the debts, any remaining DRBC property and assets shall be given to a similar non-profit charitable organization, selected by the

Board of Directors.

## **Part IV**

### **Narrative Doxie Rescue of Bucks**

Doxie Rescue of Bucks. [DRBC] is a regional, non-profit organization, organized under the laws of the State of Delaware. The founding Board of Directors assembled because of a passion for and commitment to animal welfare. Our rescue efforts are focused on dachshunds as we see the breed as one that is a 'puppy mill' favorite<sup>1</sup> and one that finds its dogs abandoned and surrendered with a frequency that warrants a breed-specific rescue.<sup>2</sup> DRBC is aware of an increase in the number of abused and abandoned dachshunds who, for various reasons, cannot be rescued by other, existing, out-of-state rescues.

We recognize the chain of events that needs to take place in order for successful dachshund rescues and adoptions. We are assembling volunteers to make each rescue as fluid and as reassuring for the dog as possible.

DRBC was formed to do two things: to rescue/re-home dachshunds and to educate the public about neutering and spaying, maintaining responsible, healthy, and caring environments for dogs. Through fundraisers, donations, and grants, we will bank enough money to pay for surrender fees (if/when applicable – e.g. if we are unable to rescue a dog without paying for him/her), health care for rescued dogs, fostering support, written educational material, and any other necessary operating costs.

By obtaining a non-profit status we will be recognized by the Humane Society of the United States [HSUS], as well as other similar organizations, to be able to help with their national rescue and/or disaster work.

Since we are a newly-formed group, all activities and forecasts are predictions and expectations, based on research and consultation with similar organizations. The following activities are planned to help raise awareness of and money for our organization.

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<sup>1</sup> Every Thorp Dog Auction has dachshunds available

<sup>2</sup> Informal survey sent in 2009 to all rescue and shelters listed in the state of PA and NJ. From the information returned, it is estimated that, in the last three years, ≤ 2% of surrendered/abandoned/rescued dogs were dachshunds.

## **BRANDING DRBC**

One of the first tasks for DRBC is to make sure the public is aware that the organization exists. Initially, our promotion efforts will consist of a website, email blasts, written literature, and saleable items with our logo on them.

The Board of Directors will design and maintain DRBC's website [*doxierescue.com*]. The website will clearly display our mission statement, our 501c3 status, upcoming events, rescue information, and general information about the dachshund breed. We will include specific wording throughout the site to enable search engines to readily find DRBC. An active website will highlight DRBC's efforts, as well as successes, of rescuing and re-homing dachshunds, and publish educational materials. With a welcoming, easily navigated, and active website we hope to grow our volunteer base, and potential foster and adoption households. It will provide an accessible resource for anyone having to re-home a dachshund or to report a dog in need. The web-based educational material will be available to anyone who is interested in dachshunds. The site, though non-static, will take minimal time and expense to maintain. The estimated annual cost for a web site is \$150.00

As soon as DRBC's 501c3 status is obtained, we will send emails to all North American dachshund rescues, local dachshund breeders, and dog shelters letting them know what we can offer and how to contact us. Again, the board members will be responsible for the content of the emails. Such exposure will help make sure that local dachshunds who come to the attention of distant and/or local rescues, or who are surrendered to shelters or breeders, can be brought to us for possible fostering and adoption. This type of correspondence is essential to the future of our organization; DRBC will spend necessary time to network with other organizations involved with animal welfare. We will post messages on web sites such as Craigslist and Petfinder.com, so that dachshund owners can contact us for assistance or advice.

DRBC will create marketing/educational pieces to be distributed throughout NY, NJ, PA and DE. One or more board members will create a brochure for the organization, business cards, and flyers for all events. To initially promote our rescue, we will distribute the literature to local veterinarians, county humane societies, animal supply stores, and other appropriate sites where literature can be posted. Since there is only one other dachshund rescue in the Mid-Atlantic area (PA based but serving surrounding states when needed) we will do an initial mailing of a flyer to veterinarians throughout the state.<sup>3</sup> We will use bulk rate mailing procedures for this mailing; costs incurred will be annual mailing permit fee, per-piece rate, as well as printing costs for informational postcards; estimated cost per mailing is \$750.00. The first year, we plan to do one mailing. We will also have printed material available for display at AVMA's annual

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<sup>3</sup> Current number of veterinarian members of Pennsylvania Veterinarian Medical Association [PVMA] is 2,160

conference. The more veterinarians and clinics that know about our work, the more likely we are to be contacted should a dachshund need help.

The DRBC logo will be displayed on various items intended for fundraising and branding. At this time, we are estimating that we will budget \$750.00 for DRBC merchandise. Added visual recognition of the organization will bring DRBC to the attention of the community, and help with fundraising, rescues, and adoptions.

## **RESCUE, TRANSPORT, FOSTER, & RE-HOME DACHSHUNDS**

### **Rescue**

There is no way to predict how often DRBC will have a dog to place; however we will be prepared immediately to transfer, foster, and search for a 'forever home' for any dachshund who comes to us in need.

With the advent and ease of the Internet, and all its social networking systems, locating a dachshund in need and/or a surrendering party locating us, will be easy. Our web site will be updated and our contact information displayed on as many other related sites as possible.

When we are notified that there is a dog that needs placement, at least one DRBC board member will evaluate the situation. At a minimum the next steps taken:

- Obtain all available veterinary records and/or medical history
- Make sure the dog is healthy enough to come into the state (if it is an out-of state rescue)
- Secure an informed and signed surrender form
- Contact foster homes for immediate and best placement
- Arrange transport
- Set up an immediate vet check-up and get dog up-to-date on all vaccines
- In cases of severe health issues and/or aggressive, behavioral problems, the full Board will assess the situation

Costs incurred for the initial stage of rescue will be for inoculations and licensing fees. In the case of long-distance phone contact, reimbursements will be made.

We will not buy or maintain a land-line or a cell phone under the DRBC name. One, minimal, cost will be to have all the necessary forms foster, transport, and adoption forms printed which we estimate annual printing to be less than \$100.00.

### **Transport**

As noted above, a transport system will be in place for moving dogs from place of surrender to a foster home and, at another date, from foster home to adoptive home. We will utilize other rescue organizations' networked transport teams resources when/if available on a reciprocal basis. DRBC will reimburse for gasoline and toll costs for a transport only when absolutely necessary. DRBC will provide an approved pet carrier, collar, leash, food, and bowls for transport.

### **Foster**

DRBC will maintain a list of pre-approved foster homes that are willing to take in a dog and foster him/her for up to six months. The set-up costs are minimal: forms and pre-foster home evaluation, training and support.

Before the dog is even placed in a foster home the following veterinarian costs will be accrued: along with a general wellness check-up, each dog will get Bordatella, rabies, and distemper vaccines, heartworm test, heartworm preventative medicine, and topical flea/tick treatment. If we can get documented proof of stellar veterinary care, we will not have an initial or such a thorough vet check-up. Dogs will need to be quarantined, pending vaccines and treatments. All dogs will be micro-chipped for a permanent ID record. The estimated cost for an initial veterinarian assessment and visit, is \$200 per dog. If a dog needs to be spayed or neutered, these costs will be in addition and are expected to average \$250.00 per dog. A dog may be placed in a foster home prior to spaying or neutering, with the understanding that either will be done as soon as possible. DRBC will work to create a relationship with local veterinarians to reduce the cost of these services and/or treatments.

All dogs placed in a foster home will undergo behavioral and health observation before placing him/her in a forever home. The fostering home will receive the following care package: ID tag, leash, collar, harness, blanket, bag of food for transitioning, and medicine if applicable. The estimated cost of each package will be \$100.00, but DRBC will work to get the items needed for each care package donated.

As soon as the dog is in foster care, we will post him/her on our web site and regularly update his/her profile. The profile will include an approximate date the dog will be available for adoption as information on health and behavior becomes available.

## **Adoption**

**Adoption fees are as follow: Dachshund Puppy, \$375; Adult Dachshund: \$275; Senior or Special-needs Dachshund \$200.**

Once a dog is healthy and socialized well enough to be available for permanent adoption, and a qualified family has expressed an interest, DRBC will place the dog. The cost to secure a permanent home, for any of our rescued dogs, includes spaying or neutering. It is DRBC's policy that none of our dogs be able to reproduce. We will have every adoptable animal sterilized unless the dog is too young or the too old to spay or neuter, or if there are other extenuating medical reasons not to spay or neuter. We will pay for all spays and neuters before we place the animal. An adoptive family taking a young dog will sign a spay or neuter contract and will pay a surcharge, which DRBC will refund if proof of the spay or neuter is submitted to us by the specified date, based on the dog's age. DRBC reserves the right to reclaim any dog that is not spayed or neutered in accordance with this agreement.

We will give each adopting family a starter bag of food for the animal's transitioning dietary needs (\$15) and a month's worth of medicine if applicable.

DRBC's adoption application states that in the event the adoptive family decides they cannot or will not keep the dog, the dog must come back to DRBC and cannot be sold, given away, or surrendered elsewhere. If a dog is returned to DRBC's care, all incurred fostering and transporting and re-adopting costs will again be applicable.

## **EDUCATING THE PUBLIC**

The second part of DRBC's mission is to educate the public about sharing their lives with an animal; then, more specifically, sharing one's home with a dachshund. Each breed has specific characteristics and traits that must be taken into consideration when deciding which breed of dog will best suit a particular home. Most dachshund are surrendered for three main reasons: nipping (not biting); difficulty with house-training; and health/orthopedic issues, all of which are manageable if the family is educated about, and willing to work with, the dog's personality, physical limitations and needs. DRBC's web site will contain updated information about spaying and neutering, and behavior, health, and social issues. DRBC will participate in animal-friendly social events and provide written and verbal information about dachshunds, as well as offer support to current dachshund owners and our adoptive and foster families.

As noted above, dachshunds are frequently bred by 'back-yard' breeders and puppy mills. DRBC will support state-wide efforts to locate and shut-down puppy-mill and backyard-type breeders. DRBC will not be involved with direct lobbying efforts. Public information about state-wide and local efforts to curtail bad breeding practices may be posted on our web site.

DRBC will develop printed material with information on sharing a home with any dog – highlighting such issues as spaying and neutering, licensing requirements, socialization, training, expected costs, and general health needs and life span, emphasizing that a dog is forever – all the things a person needs to consider before adopting an animal. This information will be available to the public at all events we attend. Separate written information will be available regarding dachshunds specifically. Much of this information will also be found on our website. Dachshund-specific literature will be available at county humane societies.

DRBC will participate in community events whenever possible. These may include such things as farmers' markets and festivals where we can have a booth set up to promote our mission. DRBC will also work to establish relationships with local pet shops and other outlets that welcome rescue groups to set up informational tables. In addition to any vendor, admission, or licensing fees, we will need money in hand to cover printing costs. We will also budget money for advertising costs if we are hosting or co-hosting an event.

### **Fundraising**

Even as DRBC works to become established and well-known, fundraising will be a top consideration. Once we have 501c3 status, we will begin to solicit grants from known animal welfare supporters, along with donations from individuals and businesses. DRBC intends to keep fundraising costs to a minimum. We do not intend to hire an outside fundraising agency; rather we will call on our volunteers who are experienced fundraisers to donate their time to us. We will place donation jars at all our events and with cooperating clinics and mercantile establishments. We will draw on our knowledge of the dachshund community to develop backers and supporters for our work. Because DRBC is strictly run by volunteers, no salaries or other benefits will detract from the money raised. Fundraising costs will primarily be limited to printing and postage costs, and the cost of any product we acquire for resale. All our fundraising activities will fall within the state and federal legal guidelines in place at the time.

### **Summary**

First and foremost, DRBC is committed to better the lives of every single dog that comes into our care. We truly believe that educating the public about dogs and, specifically dachshunds, will reduce the number of unhealthy, abused, and unwanted dogs, as well as increase families who will provide safe and loving homes for the life-span of their dogs.



**Part V 5a**  
**Conflict of Interest Policy**

**Included in Doxie Rescue of Bucks' Bylaws: Article XI**

**Part VI 1a**

In carrying out your exempt purposes do you provide goods, services, or funds to individuals? **Yes**

**Goods provided:**

- **Start-up food and dog accessories for each foster home**
- **Start-up food and dog accessories for each adoptive home**

**Services:**

- **Transportation of each dog to foster home**
- **Transportation of each dog to adoptive home**
- **Veterinarian care for all rescued dogs for foster families**
- **Socialization opportunities for all rescued dogs (training classes, play groups, etc) for foster families**
- **Breed awareness classes for all dachshund owners and prospective owners**
- **Community education classes and workshops for general public about raising healthy dogs and being responsible pet owners**

**Funds:**

- **Occasional funds to shelters that require a "pull" fee**

**Part VI 1b**

In carrying out your exempt purposes do you provide goods, services, or funds to organizations? **Yes**

**Services:**

- **Help with transporting a rescued dogs from one location to another**
- **Temporary shelter for a dog awaiting a transfer**

**Part VIII 4a**

Do you or will you undertake fundraising? **Yes**

- Mail Solicitation:** To invite people to DRBC sponsored events  
To highlight items needed for donation  
To alert public to fostering or adoption possibilities
- Email Solicitation:** To invite people to DRBC sponsored events  
To alert public to fostering or adoption possibilities  
To highlight items needed for donation
- Personal Solicitations:** To ask for seed money for specific event or to specific monetary fund – (such as money available for spay and neuters). We will accept money, goods, and/or merchandise or service discounts.
- Foundation Grants:** Apply for appropriate grants to help raise money for transportations, vet care, educational materials, and/or organizational development
- Phone Solicitations:** To follow-up on responses from mail or email blasts  
To call various, local mercantiles, animal shelters and hospitals, veterinarians for service donations. We will accept money, goods, and/or merchandise or service discounts.
- Website Donations:** Link on our website will tell visitors how to donate money, services, items. If possible, we will arrange with an outfit, such as PayPal, to process monetary donations.
- Others' Web Donations:** We will sign up with organizations that donate a portion of their sales to rescue organizations (such as dog food companies, etc). We will accept money, goods, and/or merchandise or service discounts.
- Government Grants:** Apply for appropriate grants to help raise money for transportations, vet care, educational materials, and/or organizational development

**Part VIII 4d**

Lists states and local jurisdictions in which you conduct fundraising:

**Pennsylvania  
Delaware  
New Jersey  
New York**

**For all states listed above we will fundraise only for our organization and have no other organization fund-raise for us. All out-of -state fundraisers will be done by a DRBC representative in person, who will be well versed in non-profit fundraising state laws.**

**Part VIII 11**

Do you or will you accept contributions of: real estate property?

**We will receive and accept donations, either of money or real estate, either by gift or devise, and to hold, use, mortgage, sell, and convey these donations for the benefit of the corporation, in the manner provided in the deed of gift or devise.**

**Part IX 9**

Gross Receipts

- **Products made/purchased with DRBC logo for resale and profit available when we show at or host events, as well as available on DRBC website**
- **Dachshund accessories purchased wholesale for resale and profit Products made/purchased with DRBC logo for resale and profit available when we show at or host events, as well as available on DRBC website**
- **Dog day-of event items, e.g. treats, home made items, offered as gift for a monetary donation**
- **Donations for admission to DRBC educational events and DRBC social events**

**Part IX 15**

Contributions, gifts, etc.

- **Costs incurred from services and items listed in VI 1a and VI 1b**
- **Support (possibly goods, services, money) to hardship cases (e.g. foreclosure, sickness, military leave) to allow families to keep their dachshunds instead of surrendering to shelter or rescue.**

**Part IX 23**

Any Expenses not otherwise classified

- **Postal box rental**
- **Banking expenses**
- **Web site fees**
- **Fostering set- up costs**
- **Transportation of animals**
- **Identification tags for all rescued dogs**
- **Veterinarian Services**
- **Publication of educational materials costs**
- **Postal mailing costs**
- **Facility rentals for educational and/or fundraising events**
- **Entrance/booth fees for events**