

By-Laws of Catskill Canine Rescue, Inc.

Name and Mission Statement:

The name shall be: Catskill Canine Rescue Inc. (hereinafter "Corporation"), incorporated in NYS under the same name on February 19, 2024.

The Corporation will operate only as a not-for-profit under the IRS 501(c)3 guidelines, and shall have and exercise all powers conferred upon such organizations under NYS laws for non-profit corporations. No part of any profit, residue or remainder shall inure to the benefit of any member or individual.

At Catskill Canine Rescue, Inc. we are dedicated to rescuing dogs that have been left homeless for whatever reason. We will be dedicated to helping dogs in public shelters, where they are at high risk of euthanasia due to pet overpopulation. This may include dogs that have been given up by their owners because of difficult circumstances, as well as those in danger of abuse or neglect. Working with local rescue groups, shelters and veterinarian clinics, our goal is to provide a safe haven for neglected, abandoned, or abused dogs, while also promoting compassionate and humane treatment for all animals.

Principal Office

Address of the corporation is:

Physical: 838 Leeds Athens Rd. Athens, NY 12015

Mailing: PO Box 383 Hannacroix, NY 12087

Board of Directors

1. The Board of Directors is composed of the President, Secretary, Officer and Treasurer. Any two or more offices may be held by the same person, except the offices of president and secretary. All are voting members.
2. All officers to the board shall be elected or appointed annually in July, to hold office until the ensuing year's semi-annual July meeting of the Board. There shall be a verbal nomination and a verbal second. The individual so nominated must also accept the nomination. A show of hands vote will be cast and the majority will rule. Each officer shall hold office for the term for which he or she is elected or appointed and until his or her successor has been elected or appointed and qualified.
3. The Board of Directors shall consist of not less than three (3) and not more than twelve (12) directors, as determined by the Board from time to time by vote of a majority of the entire Board. The number of directors set forth in the preceding sentence may be increased or decreased to such number not less than three (3) by amendment of the by-laws by a vote of a majority of the entire Board. The entire Board is the total number of directors entitled to vote which the corporation would have if there were no vacancies. No decrease in number of directors shall shorten the term of any incumbent director.
4. Newly created directorships resulting from an increase in the number of directors and vacancies occurring in the Board for any reason may be filled by a vote of a majority of the directors then in office,

although less than a quorum exists. A director elected to fill a vacancy caused by resignation, death or removal shall be elected to hold office for the unexpired term of his or her predecessor.

5. A director may resign at any time by giving written notice to the Board, the president or the secretary of the corporations. The resignation shall take effect upon receipt thereof by the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

6. The Board is responsible for setting the general policies of the organization and for suggesting additions or deletions to the organization's by-laws. Any suggested additions or changes to such by-laws must be vote upon to be set in motion. A change in by-laws is approved by the popular vote of a voting quorum of the Board members.

7. The Board is responsible for appointing trustees as needed to perform various specific roles as directed by the Board.

8. The Board, by resolution adopted by a majority of the entire Board, may designate from among its members and executive committee and other committees, each consisting of three (3) or more directors. Each such committee shall serve at the pleasure of the Board, and shall have the authority designated by the Board.

9. A majority of the entire Board shall constitute a quorum for voting and the transaction of business or of any specified item of business. The vote of a majority of the directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Each director present shall have one vote.

10. Any action require or permitted to be taken by the Board or any committee thereof may be taken of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board or committee shall be filed with the minutes of the proceedings of the Board or committee.

11. Board meetings shall be called by the Board of Directors as needed, but at least semi-annually in January and July of every year. Any one or more of the Board or any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment allowing all persons participation in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

12. A majority of the directors present, whether or not a quorum is present, may adjourn a meeting to another time and place. Notice of the adjournment shall be given to all directors who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other directors.

13. At all meetings of the Board the president, or in his or her absence, a chairman chosen by the Board shall preside in conducting the meeting in a formal and expeditious manner.

Board Officers

1. Elected Positions

1. The President: Responsible for providing overall direction to Catskill Canine Rescue, Inc. The president chairs board meetings and serves as the official manager of the operations within the

organization as seen fit by the entire Board. The President may pay bills if the Treasurer is unable to do so, but may not do so without the express consent of said Treasurer.

2. The Vice-President: Conducts all business of the organization in the absence of the President. The Vice-President should reside in an alternate city as the President and can conduct business activities in that alternate city as the President would conduct business. The Vice-President should communicate regularly with the President and aid in any operational business activities in which the President needs assistance.

3. The Secretary: Records minutes of all meetings and distributes them to the members. The Secretary records and maintains log of attendance at meetings.

4. The Treasurer: Responsible for the finances of the organization. This includes the payment of bills and reimbursement of volunteers for expenses incurred in rescue work. The Treasurer prepares a monthly financial statement, showing income and expenses, which should be presented at each meeting of the Board. The Treasurer also prepares an annual financial report.

5. The Officer: Will oversee many functions such as foster home coordination, adoption coordination, fund-raising and overall support to the board.

Foster Home Responsibilities

1. Volunteers who wish to become foster homes are asked to complete a volunteer application and return it to the Catskill Canine Rescue, Inc. If accepted, the volunteer submits to a home inspection and signs a Foster Home Agreement, which releases the organization from any liability.

2. The foster home serves as a safe and comfortable environment for the rescue dog. The foster home allows us to get to know something about the rescue dog before it is placed in a permanent home.

3. The foster home makes an effort to assess the rescue dog in terms of:

- o general health - coat condition, skin problems, weight, energy level.

- o behavior - is the dog housebroken (very important); does it know basic commands, does the dog chew, get along with children, other dogs, cats.

- o temperament - is the dog friendly, withdrawn, or easily frightened; does the dog respond to you and other people; does the dog sulk.

4. Any medical or behavioral problems in the rescue dog should be reported as soon as possible to the Foster Home Coordinator and the Intake Coordinator.

5. In the case of a medical emergency, the dog should be taken to the nearest veterinary clinic or the nearest emergency veterinary clinic if after regular hours. Notify the Foster Home Coordinator and the Intake Coordinator as soon as possible.

6. The foster home should determine when the dog is ready to be adopted and notify the Adoption Coordinator. Potential adopters are referred to the Foster Coordinator and foster home by the Adoption Coordinator.

7. All dogs placed in foster care should be crated when not supervised until the foster home can make a confident evaluation of the dog's temperament and behavior while left alone and with people. They should be isolated from any other dogs in the home until a veterinary examination and inoculations have been provided.
8. Catskill Canine Rescue, Inc. will not be responsible for any damage caused by a foster dog who is not crated, whether damage is to personal property or any other animal, including the Catskill Canine Rescue, Inc. owned dog.
9. Catskill Canine Rescue, Inc. will supply the foster home with a crate if needed.
10. While there is no established time parameter that a dog will be in foster care, the Foster Home should not plan to foster a dog for at least three weeks prior to any vacation. Foster dogs under sixteen weeks of age must remain in the foster home for a two-week minimum. Foster dogs over sixteen weeks of age must remain in a foster home for a minimum of three weeks.
11. The foster home should contact the Foster Home Coordinator or a board member if any medical treatment is needed for the dog. This should be done prior to performing the treatment. If treatment is given on an emergency basis, the Foster Home coordinator must be notified as soon as possible. Catskill Canine Rescue, Inc. will only pay for those treatments authorized by the Foster Home Coordinator or Board Member or those performed in an emergency situation.

Boarding Kennel Procedures

1. When Foster Homes are not available, dogs can occasionally be boarded. Boarding kennels will be reimbursed at a rate to be approved by the Board of Directors.
2. Boarding kennels will be asked to set their own limits regarding how many rescue dogs they can accommodate at one time.

Applicants for Rescue dogs

1. Persons wishing to adopt a rescue dog from Catskill Canine Rescue, Inc. are asked to complete an application form.
2. The Adoption Coordinator or delegate will review each application as it comes in to ensure that it appears to be a suitable home. If it doesn't appear to be a fit for any dog, (abuse situation, neglect, multiple surrenders of past animals) will be brought to the attention to the board to review for permanent denial of an applicant.
3. If the initial review does not disqualify the applicant, a volunteer or the foster home will be assigned to review applications for their current foster or an appointed foster. Once an applicant is identified as a match, they should be notified and should they remain interested, should be put in contact with the foster home for a discussion about the dog.
4. If all goes well and the foster home feels comfortable with the potential applicant, the foster home should let the Foster Coordinator know that they wish to proceed at which time the FC or delegate, will contact the vet and personal references of the applicant and arrange for volunteer to conduct a home visit at the applicant's home.

5. The volunteer will meet with the entire family at their home and discuss safety measures, what to expect in a rescue, and what they are looking for in a dog. The volunteer will also verify that they believe the family will commit to a life-long relationship with the adopted dog.

6. Applicants can be declined for, but not limited to any yes answer to the following reasons:

- o Applicant indicates a plan to breed the dog.
- o Applicant refuses the spay/neuter contract on a younger dog that can not be altered within rescue.
- o Applicant misrepresents information on the application.
- o Applicant indicates the dog will be allowed to run free.
- o Applicant's veterinarian indicates a history of poor care for other animals.
- o Applicant has a history of relinquishing other pets.
- o Applicant turns down more than three (3) rescue dogs the Adoption Coordinator felt matched their request.
- o Applicant will only accept an age or dog personality the Adoption Coordinator feels is unsuited to them (i.e. elderly person who wants a very young dog).
- o Applicant owns other dogs that are not spayed/neutered.
- o Applicant owns other dogs that are aggressive.
- o Applicant rents a home or apartment and landlord can not be contacted by Catskill Canine Rescue, Inc., for their approval.
- o Applicant has no fence when it appears the dog would be at risk due to lack of fencing (invisible fence is not an adequate safety measure).
- o Applicant's home is unkempt and potentially unsafe with clutter or items that can be considered harmful to a dog's health.

Adoption Procedures

1. General Procedures

1. Once a potential adopter has been located for a rescue, dog, the foster home should speak with the prospective adopter and assess whether this would be a good home for the dog.

2. If the person(s) wish to adopt the dog, they are told there is a potential 24 hour wait period. This allows the adopters time to gather thoughts and supplies and make a permanent, responsible decision. This also allows time for the foster home to contact the Adoption Coordinator with positive or negative thoughts concerning the potential adopter. This may be waived under special circumstances, such as a large distance between the adopter and foster home.

3. All members of the adopting family household should be present at the home inspection so an informed decision can be reached by the entire household on the acceptance or rejection of a dog. This would preclude the dog from being unnecessarily uprooted due to a household member's lack of input.

2. After The 24 Hour Wait Period:

1. The foster home (or delegated individual handling the adoption) should review the Adoption Agreement with the new owner. Payment must be made through one of the following ways; check made out to Catskill Canine Rescue, Inc. must be obtained from the adopter and the dog's name printed on that check, cash, PayPal or Venmo. One copy of the Adoption Agreement should be kept by the adopter. The other copy of the Adoption Agreement and the check or proof of payment are mailed to the Catskill Canine Rescue, Inc. current Treasurer.

2. Let the new owner know that the dog's medical records and papers (if available) will be given to them at time of adoption or mailed shortly if additional copies are needed/requested.

3. Encourage the new owner to call the foster home with questions or problems. Advise the owner that the foster home (or other member) may be contacting them to see how things are progressing.

Communications

1. Any communication that is placed on Catskill Canine Rescue, Inc. letterhead MUST be approved by the acting President, or a majority of the board members, prior to being distributed in any manner (includes mail, fax, internet).

2. No deviation or re-design of the Catskill Canine Rescue, Inc. letterhead or logo may be used, and the Catskill Canine Rescue, Inc. letterhead may not be scanned into any computer program to be used in communication without the expressed permission of the Board of Directors.

o Any communication signed as follows:

Sincerely,

Catskill Canine Rescue, Inc.

Jane Doe

(title)

3. Communication written by the Officer, President or Secretary does not require Board approval.

Property

1. All written communication, plans, manuals, and all related documents are the property of Catskill Canine Rescue, Inc. In the event that a volunteer or Board Member resigns or does not seek reelection, the files are to be turned over to the Board Secretary.

2. Whenever a volunteer obtains an asset (i.e. crate etc.) the volunteer will sign a form indicating he/she has received the asset. The "Asset Borrowed Form" should be returned to the Treasurer, who will maintain a file of all assets held by volunteers.

3. If/when a volunteer resigns, the property must be returned to Catskill Canine Rescue, Inc. within ten (10) days, unless arrangements have been made in writing. When the property is returned, the Treasurer will make a notation on the "Asset Borrowed Form" stating that said asset was returned. One copy of the form will be sent to the volunteer and one will remain in the Treasurer's file.

4. Any property not returned within ten (10) days, or other reasonable time frame (established by the Board of Directors) will result in Catskill Canine Rescue, Inc. 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 asset(s).

Return of a previously adopted dog

1. If, through the follow-up process or telephone call from the owner, Catskill Canine Rescue, Inc. is made aware that a dog previously adopted should come back into the program, intake procedures should be followed as outlined in the Intake section of these by-laws.

2. Catskill Canine Rescue, Inc. will NOT accept a dog back into the program because the owner cannot emotionally deal with euthanasia.

3. If a dog has been found to have aggressive tendencies, the owner will be counseled as to the steps the owner wishes to take:

- o If possible, Catskill Canine Rescue, Inc., will provide names of qualified animal behaviorists, training facilities or counselors if the owner wishes to attempt to rectify the behavior.

- o If the owner reports that the dog has bitten an individual the owner will be advised we will accept the dog back into the program and if/when the dog is returned, the board will evaluate the dog, and that the dog may be euthanized. Catskill Canine Rescue, Inc. will also follow a 10 day rabies quarantine for the dog as per Health Department laws before euthanasia.

4. If Catskill Canine Rescue, Inc. learns that an owner has violated the terms and conditions of the Adoption Agreement, the Board of Directors will review the data and make a decision regarding reclaiming the dog.

Euthanasia

1. Catskill Canine Rescue, Inc. recognizes euthanasia is an option of last resort. It also recognizes that such an option, while difficult, may be necessary for the humane treatment of an animal. The quality of life, as well as the safety of its human companions, must be the determining factor in any decision to euthanize an animal. The decision to euthanize a dog shall be as follows:

- o A serious medical or behavioral problem: the examining veterinarian or the foster home should immediately contact the Foster Home Coordinator.

- o Two board members, shall, working with a licensed veterinarian, determine that the animal is suffering or that it is a threat to the safety of the people around the dog. When the dog has been evaluated by a person or persons judged competent by the Board for Catskill Canine Rescue, Inc. to evaluate the temperament and stability of the dog, and if there is no reasonable option of ensuring the safety of the humans around it, a decision shall be made.

2. If a decision is made to euthanize a dog following these guidelines, the procedure will be carried out by a veterinary professional.

Financial Policy

All expenditures require the approval of the Treasurer or officer appointed by the Board, expenditures over \$700 require the approval of the board.

Adoption Fees

1. A fee is requested for all mixed and purebred or hybrid dogs. Adoption fee is determined by breed, age and medical needs. The adoption fee can range anywhere from \$100 up to \$650.

Expenditure Priorities

1. Expenses are prioritized as follows:
 - o Veterinary care for dogs
 - o Adoption center rent/utilities
 - o Boarding
 - o Miscellaneous expenses including, but not limited to: grooming, phone calls, postage, equipment purchases, mileage expenses.
2. All veterinary services above and beyond a complete physical examination and routine inoculations must be authorized before they are incurred.
3. The Foster Home Coordinator must be made aware of any veterinary bills about to be incurred. It is understood that it is not always possible for the exact dollar amount to be determined in advance, but the general condition of the dog must be noted.
4. Reimbursement for phone calls, postage, etc., cannot be guaranteed. Every effort will be made to reimburse out-of-pocket expenses as soon as possible.

Fundraising

1. Any expense for fundraising purposes requires the approval of the Board of Directors.
2. No officer, volunteer or committee member will personally gain from Catskill Canine Rescue, Inc. fund raising items by purchasing donated items at a discount. All such individuals will be charged full retail prices plus applicable sales tax for any items purchased. If any items are marked down in price, such individuals will be charged the reduced price.
3. No officer, volunteer or committee member may keep any item sent to Catskill Canine Rescue, Inc. as a sample or a gift. If the sample item has been donated to Catskill Canine Rescue, Inc., the item will be used in a raffle or other fund-raising effort. If the item will not be used in a fund-raising effort and an officer, volunteer or committee member wishes to purchase it, said individual will purchase the item at full retail value (with permission of the Fundraising Coordinator).

4. The appointed Fund-Raising committee encourages each officer or volunteer to obtain information from a potential vendor about possible fund-raising items, however, no purchase on behalf of the Fund-Raising committee may be made.

5. The designated purchasing agent for the appointed Fund-Raising committee is the Fund-Raising Coordinator.

Code of Ethics

With full recognition that the best possible motives don't always produce perfect results, we pledge to:

- Animal Care:
 - o Provide all dogs in our care with adequate quantities of nourishing food and fresh water.
 - o Provide safe, secure and clean facilities with adequate shelter.
 - o Provide appropriate veterinary care to all dogs, including immunizations and parasite treatments when needed.
 - o Provide loving attention to every dog we keep.
- Placement Practices:
 - o Screen all prospective adopters to the best of our ability.
 - o Educate potential adopters during the interview process regarding their future responsibilities as dog owners.
 - o Be honest about the faults or potential faults of the breed and bloodline being adopted and remain available to the adopter for further support if it is needed.
 - o Refuse to adopt to any adopter where we have reason to believe that the puppy or dog will be poorly cared for.
 - o Never surrender our own animals to a shelter for adoption.
 - o State in contractual terms, that if for any reason the adopter(s) cannot keep the dog/puppy that we, the rescuers, will take the dog back and assume full and total responsibility for the dog's welfare.
 - o Require all puppies placed under pet contracts to be spayed or neutered.
- Public Contact:
 - o Conduct all of our affairs concerning dogs in such a way that our behavior brings credit to the image of dogs and dog ownership in the community. Act professional in public settings including social media and written communication.
 - o Clean up after our dogs when walking or exercising them in public and keep them under control at all times.
- Business Agreements:

- o Use contracts that are ethically sound as well as legally binding which seek to protect the dog, the adopter and the rescue group.
- o Strive to uphold the intent as well as the letter of such agreements.

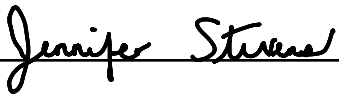
Effective Date

These bylaws shall be effective upon adoption, and shall constitute the Official bylaws of the Catskill Canine Rescue, Inc. until such a time as they are amended or the organization ceases to exist.

These bylaws are adopted and effective as of this date: May 5, 2024

Signed:

President


Jennifer Stevens


Treasurer


Jerry Stevens

Secretary


Jillisa Morehouse

Officer


Danielle Galusha