

Mon Valley Paws

By-laws and Standing Rules

REVISED 12/10/2024

ARTICLE I (NAME)

The name of the organization shall be the Mon Valley Paws (MVP)

ARTICLE II (OBJECT)

The purpose of the organization, Mon Valley Paws, hereafter also known as MVP, is to bring together members of the community to benefit the organization and their community by promoting and providing assistance to individuals or other non-profit organizations specializing in the health care of those animals they rescue. An annual grant may also be provided to organizations who specialize in the raising and training of support/service dogs provided to our veterans. A fund will be established to assist Senior Citizens who are experiencing financial issues dealing with their pet's care. A fund will be established to assist individuals whose pet is in an emergency care situation.

The Mon Valley Paws group is organized exclusively for charitable purposes under Section 501 (C) (3) of the Internal Revenue Code, or corresponding section of any future federal tax codes.

ARTICLE III (MEMBERSHIP)

Section 1. Men and women eighteen years of age and over living in the Mon Valley shall be candidates for membership.

Section 2. The PAWS Jr. division will be open to all school age children. Students below Grade 9, must be escorted by a parent or guardian at events. Said family members should become a member of MVP. Students in Grade 9 and above will be under the supervision of the PAWS Jr. Coordinator. Paws Jr. is designed to help our young people become future active members of MVP and aware of volunteer opportunities in their community.

ARTICLE IV (MEETINGS)

Section 1. There will be 2 types of meetings: Regular-Season, March-October, Off-Season November-February.

Section 2. Regular Season Meetings, March-October. The organization shall meet monthly, 6 p.m., at a facility designated by the current Director. All members will be contacted in advance of all meetings.

Section 3. Regular-Season Meetings, Committee Chairpersons, Event Chairpersons, Coordinators, will present updates on current projects.

Section 4. Off-Season Meeting, individual Chairpersons, Event Chairperson and Coordinators will set their agendas, to address the need for that meeting.

Section 5. It is left to the discretion of the Director to schedule additional meetings as needed.

Section 6. A quorum (2/3 of active members) must be present to adopt changes or new proposals.

ARTICLE V (OFFICERS)

Section 1. The elected officers of this organization shall be Director, Vice-Director, Secretary, Treasurer, and Shelter and Rescue Chairperson (Appointed Officer). Active members may be asked to serve as Secretary Assistant and Treasurer Assistant, as these offices are appointed. The term of office shall be 2 years from the date of installation.

Section 2. The Nominating Coordinators will consist of two (2) members appointed by the Director at the October meeting. The Nominating Committee will present the names of the nominees seeking office for the November meeting. Voting will occur at the November meeting and, ballots will be provided. New Officers will be installed at the December meeting and responsibilities for their new roles will begin in January.

Section 3. The candidate selected for Director shall have served as an officer or Chairperson of a standing committee for at least one year.

Section 4. No officer shall hold more than one office at a time.

Section 5. Should any office become vacant, the Director along with the approval of the Executive Board shall appoint a qualified member to complete the vacated term.

Section 6. Should the office of the Director become vacant, the Vice Director will assume that position. The new Director with the approval of the Executive Board shall appoint a Vice Director to complete the vacated term.

Section 7. The governing body of MVP will be the Executive Board. The Executive Board will consist of the 4 elected Officers and 1 appointed Officer, Officer Assistants, Chairpersons, Event Chairpersons and coordinators. As MVP expands more seats on this board (Committees Chairpersons, Coordinators, Event Chairpersons) will be added.

Section 8. If an elected officer is unable to fulfill their commitment, a special election to fill that vacancy may be held. The Director and the Executive Board will have the right to appoint the replacement without holding a special election.

Section 9. Emergency/Time Sensitive Issues a decision may be needed in a timely fashion from time to time. It may be in regard to a regular matter or an emergency/time sensitive matter. In these cases, the following will be the procedures: When there is an issue that needs to be resolved/addressed by MVP and a regular meeting is not scheduled, prior to the decision needed: The Director can poll the Officers to assist in deciding. Officers weighing in: Vice Director, Treasurer, Secretary, Shelter, and Rescue Chairperson. (Approved 8-15-22)

ARTICLE VI (DUTIES OF OFFICERS)

Section 1. It shall be the duty of the Director to preside at all meetings of the organization and to enforce all by-laws policies and regulations of the organization. The Director will work with the Executive Board to prepare the organization's end of year report. The Director will remind all members of the date, time, and location of meetings.

Section 2. The Vice-Director, in the absence or the disability of the Director, shall perform all the duties and exercise the powers of the Director. The Vice-Director will be available to aid the Chairpersons, Event Chairpersons, Coordinators with their individual projects and committee reports.

Section 3. The Secretary and/or the Secretary Assistants will record minutes of each meeting and maintain a record of all organizational proceedings. All correspondence will be handled by the Secretary and or Secretary Assistant.

Section 4. The Treasurer and/or the Treasurer Assistant will pay all bills as the bill arrives, and report it paid at the next meeting. They shall keep an itemized account of all receipts and disbursements and present a complete financial statement at every meeting. The Treasurer shall be responsible for filing the annual 990 tax form for the organization.

Section 5. The Shelter and Rescue Chairperson will serve as the liaison between the MVP partnered Shelters and Rescues and the MVP Organization.

Section 6. Officers will meet as a group on a monthly-bi-monthly interval. These meeting can be conducted over Zoom/phone.

ARTICLE VII (STANDING COMMITTEES)

Section 1. The standing committees shall be Public Relations, Shelter and Rescue Grant, Event Development/Scheduling, Sponsorship, Baskets, Senior Citizen Grant/Emergency Fund, Entertainment-Pet, Entertainment-Human/Park, Technology, Yappy Hour, Dine and Donate, Appreciation Days, Membership, Community Engagement, Apparel, Flea Market, Picnic, Office Staffing, Golf Ball Drop. Each active member shall serve on one or more of the above committees. The meeting dates, location and time will be determined by the Committee Chairperson. The President may appoint special Committees as necessary to carry out the work of the organization. Committee Chairpersons are responsible for recruiting volunteers to be a part of their team.

Section 2. Coordinators: Sponsor of the Month, Paws Jr., Newsletter, On-Going Income, Communications, Give Away/Gift Bags, By-Laws, Pet-Treats, Logistics, Logistics-City Liaison, Birthday Club, Resource Person, On-Going Pet Supply Collection, Nomination shall perform their duties under the direction of the Executive Board, in harmony with Committee Chairpersons, and Event Chairpersons.

Section 3. Event Chairpersons: Tickets, Golf, Softball Turney, Paws in the Park and Vendor Event, shall be responsible for the overall organization of their event. The Event Chairperson shall coordinate with all Chairpersons, and Coordinators.

Section 4. The annual report committee will be chaired by the Director, who shall be responsible for the collection of the necessary material and information to complete the annual report. Copies of annual reports will be bound (placed in a binder) and preserved by the Director. The binders will be turned over to each new Director at the time of their installation. Items collected for the annual report: meeting attendance, meeting minutes, membership list for the current year, list of the Executive Board members, Executive Board minutes, list of current committees, committee reports, project reports, monthly financial statements, financial synopsis for the current year, PR (photos) material.

Section 5. Each Event Chairperson in consultation with the Executive Board shall finalize the club calendar. The Club calendar will be developed by the Director and Event Development/Scheduling Committee.

Section 6. The Event Chairperson is responsible for collecting all monies and bills associated with the project. They will present such funds and/or bills to the Treasurer *within 5 days*. They shall also complete a project report and submit it to the Executive Board *within 5 days* of completion of the project.

Section 7. When a Standing Committee have decisions pending and that committee cannot come to a consensus, an officer, not on that committee shall be on hand to record the vote of each member of that committee. There will be no filibusters, yea or nay vote only, majority rules.

ARTICLE VIII (RESPONSIBILITIES OF THE COMMITTEES, CHAIRPERSONS, COORDINATORS, EVENT CHAIRPERSONS)

Section 1. Public Relations Committee shall be responsible for ensuring the delivery of a consistent message across all levels of media.

Section 2. Shelter and Rescue Grant/Food Distribution Committee shall be responsible in the evaluation and recruitment of the Shelters and Rescues who follow the mission of MVP. The Chairperson will be the liaison between the Shelter and Rescues and MVP.

Section 3. Event Development/Scheduling Committee shall be responsible for coordinating all fundraising events. The Event Development/Scheduling Committee will work closely with the Executive Board to maintain, change or cancel any project which has proven itself to not be lucrative to the organization or does not provide the necessary public interest to help us reach our goals.

Section 4. Sponsorship Committee shall seek business and organizations to financially support the mission of MVP. Take charge of revising, editing and the mailing of the yearly sponsorship letter.

Section 5 Basket Committee will be responsible for preparing baskets for fundraising events (Dine and Donate Days), etc.

Section 6. Senior Citizen Grant/Emergency Funds Committee will convene when a request for funding is submitted for consideration by MVP.

Section 7. Entertainment-Pets Committee will plan and organize entertainment for pets. This entertainment can be part of another event or a standalone event.

Section 8. Entertainment-Human Committee will plan and organize entertainment for humans. This entertainment can be part of another event or a standalone event.

Section 9. Technology Committee shall be responsible for the design and maintenance of the MVP social media platform. The Technology Chairperson will be responsible for allowing other Chairpersons to post on the FB page with prior approval. The Committee Chairperson will work closely with the Public Relations Chairperson to ensure a consistent message is being delivered based on the purpose of our organization.

Section 10. Yappy Hour Committee will work with establishments and coordinate dates and activities, to help secure funds for the MVP mission.

Section 11. Dine and Donate Committee will work with the Event Development and Scheduling Committee to recruit restaurants and organize the Dine and Donate events.

Section 12. Appreciation Days Committee will organize the day's activities with recognized persons photos representatives of MVP, and snacks, signage.

Section 13. Membership Committee-is responsible to recruit, induct, appoint mentors and retain the membership of MVP.

Section 14. Community Engagement Committee is responsible to solicit, organize and attend community events to promote the efforts of Mon Valley Paws

Section 15. Apparel Committee is responsible to design, create, organize the sale of apparel for Mon Valley Paws.

Section 16. Flea Market Committee is responsible to plan, collect items, facilitate, and price items for the semi-annual flea markets.

Section 17. Picnic Committee is to plan and organize, secure food and drink products for the yearly MVP Family Picnic.

Section 18. The Office Staff Committee is responsible to organize and schedule individuals so the MVP Office at Pet Supplies Plus is staffed on days the office is open.

Section 19. Golf Ball Drop Committee is responsible to plan, organize the sale of golf balls and organize the annual Golf Ball Drop.

COORDINATORS:

Section 1. Sponsor of the Month Coordinator will organize the selected organization/business and MVP representatives for their photo.

Section 2. PAWS Jr. Coordinator will supervise, organize, work with, the young people in this group.

Section 3. Newsletter Coordinator will collect ideas for article, write articles, and prepare newsletter for publishing.

Section 4. On-Going Income Coordinator will solicit businesses to act as on-going income providers, collect and reports funds to Treasurer.

Section 5. Communications Coordinator will work with the Director in getting the word out to the membership of MVP.

Section 6. Give-Aways-Gift Bag Coordinator will select items to purchase for gift bags, handouts, solicit businesses and organization to provide items for the gift bags.

Section 7. By-Laws Coordinator will collect all items for revisions of the by-laws.

Section 8. Pet Treat Coordinator will prepare treat bags of pet goodies for distribution.

Section 9. Logistics Coordinator will work with the Event Chairperson in preparing for an event.

Section 10. Logistic-City Liaison Coordinator will serve as a link between the City of Monessen and the Membership of MVP for events.

Section 11. Birthday Club Coordinator will secure birthday labels and prepare birthday post card for mailing.

Section 12. Resource Person Coordinator will have the knowledge with questions dealing with surrendering a pet, adopting a pet and securing food or health items, etc.

Section 13. On-Going Pet Supply Collection Coordinator will be responsible to plan, organize dry collection events for the 4 partnered MVP Shelters and Rescues.

Section 14. Nomination Coordinator will be appointed by the Director at the October meeting of an election year. This Nominating Committee will help prepare a slate of potential Officers.

EVENT CHAIRPERSONS:

Section 1. Ticket Event Chairperson will recruit sellers and coordinate the sale of our Lotto Tickets. Securing a Sponsor to pay for the printing of the Lotto Ticket is a priority.

Section 2. Golf Outing Chairperson will coordinate all aspects of the Annual Golf Outing with Ad Hoc Chairperson and Coordinators.

Section 3. Paws in the Park and Vendor Show Chairperson will coordinate all aspects of the Paws in the Park event with the Ad Hoc Chairpersons and Coordinators.

Section 4. Softball Tournament Chairperson, will coordinate all aspects of the Softball Tournament with ad hoc Chairpersons and Coordinators.

ARTICLE IX (FINANCES)

Section 1. Valley 1st Community Federal Credit Union will be the official bank of Mon Valley Paws. All checks must be signed by 2 of the following Officers; Director, or Vice Director, Secretary, and the Treasurer.

Section 2. When calculating the distribution of allotment funds \$2000. will be held back to serve as startup funds for the next calendar year. This startup money will not be included in the total monies for allotment purposes in the next fundraising year.

Section 3. November 30th will be the counted as the last day of the fundraising period for allotment purposes.

Section 4. At the November Annual Meeting, the membership will discuss and decide if there will be change in the charities MVP will support and what % of raised funds each charity will receive the next fundraising cycle (bi-yearly).

Section 5. After the November 30th date, the remaining funds in the Senior Citizen/Emergency Grant will be carried over and added to the past year's allotment. This Senior Citizen Grant money will not be included in the total monies for allotment purposes the next fundraising year.

Section 6. An Officer can approve an expenditure of \$250 for the good of the organization without approval. If the expenditure exceeds that amount and needs to be handled prior to the next meeting, a quick vote of the officers may take place (Article V, Section 9). This expenditure will be brought before the membership at the next scheduled meeting for ratification.

Section 7. Mon Valley Paws will keep \$300., start-up cash, on hand year-round to facilitate events.

Section 8. Mon Valley Paws will keep \$100, petty cash fund in the MVP office.

Section 9. Under the direction of the Sponsorship Committee Senior Citizen/Emergency Grants, MVP will pursue individuals and businesses to donate directly to the MVP grant programs.

Section 10. Under the direction of the Sponsorship Committee, MVP will permit veterinary services sponsorship status with in-kind services to the MVP grant programs.

Section 11. Recipients of the MVP grant program will be encouraged to seek services from veterinary services that are MVP sponsors.

Section 12. MVP will escrow \$2500. into an emergency/contingency fund to allow the Officers the ability to quickly respond to an emergency/unplanned event (Shelter/Rescue facility emergency, injured pet from Shelter/Rescue who cares exceeds the \$500. Grant limit. If the funds are not used in the calendar year, the funds will be rolled over into the next fundraising year.

ARTICLE X (AMENDMENT OF THE BY-LAWS)

The By-laws may be revised by two-thirds (2/3) vote of members present and voting at any regular meeting, providing written notice of the revisions has been given to all members. *By-law's policies and procedures* shall be effective immediately after adoption.

ARTICLE XI (DISCRIMINATION)

The Mon Valley Paws organization shall not discriminate against any person based on race, color, religion, gender, national origin, disability, age or sexual orientation.

ARTICLE XII (DISSOLUTION)

In the event of dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code (such as the Guardian Angels Medical Service Dogs organization) or shall be distributed to local government for a public purpose (such as a dog park). No assets may be distributed to individual members.

Standing Rules

All Federal, state and city regulation will be followed.

Monthly meetings shall not exceed 2 hours.

Not affiliated with any political group.