

By-Laws
Of The
GILPIN COUNTY ANIMAL RESPONSE TEAM

ARTICLE I – NAME

This membership shall be known as “Gilpin County Animal Response Team” (GCART).

ARTICLE II – PURPOSE

The purpose for which this membership is organized is to safely evacuate companion and stock animals, where possible, during any emergency situation where an evacuation has been called and to assist agencies with animals in crisis situations. The focus will be to train both Committee members and volunteers in all aspects of any duties that may be required of them to be ready to respond as directed by the Gilpin County Sheriff’s Office and as established in the GCART Protocols to collect, remove to the evacuation center and care for any animals that may become GCARTs’ responsibility during an emergency.

ARTICLE III – SUGGESTED GUIDELINES

Robert’s Rules of Order Newly Revised shall be the suggested guidelines governing all business proceedings not otherwise provided for in these By-Laws. A quorum will consist of two-thirds of the seated Board members at any meeting.

ARTICLE IV – MEMBERSHIP

SECTION 1: The membership of this organization shall consist of a committee as described in Article V and the representatives appointed by GCART supporting and participating organizations as described in the Sections of Article IV that follow.

SECTION 2: The GCART shall invite all organizations interested in participation in the group to propose their involvement by means including, but not limited to: describing their focus, identifying their official representatives (1 principal and 1 alternate), identifying their governing organization, disclosing their finances when deemed necessary by GCART and by attending at least one GCART meeting annually.

SECTION 3: All members must be at least 18 years of age. Children under the age of 18 will be allowed in the evacuation center only under the supervision of their parent or legal guardian and ONLY with preapproval of the GCART Board. Any person working an evacuation must have an up-to-date, valid signed waiver on file.

SECTION 4: All members must be certified to the standards as laid out by current requirements. At this time, that includes the FEMA IS100 and IS700 Certifications plus the American Humane Association’s Small Animal Disaster Sheltering Class Certification or the equivalent. Other certifications are encouraged but not required.

SECTION 5: Members will be considered to be in good standing if they have participated in at least one event, kept their certifications up, participated in trainings offered by the Board and attend the annual election meeting within the last fiscal year.

ARTICLE V – BOARD MEMBERS

SECTION 1: The governing body of this organization shall consist of a Board consisting of no more than seven (7) members, which membership shall have been set in accordance with the approved Policies and Procedures. Elections will be held every odd year for the positions of Chair and Secretary/Treasurer, and every even year for the position of Vice-Chair. Elections will only be held in the fourth quarter. All vacancies will be appointed by the remaining Board members and position will be filled by the appointee until the next election. One position on the Board shall be a county representative.

SECTION 2: The duties of the Board shall be:

- a. To meet at least quarterly or as often as necessary for the purpose of fostering the purpose of the GCART team in Gilpin County;
- b. To conduct the affairs of GCART, subject to its Rules and Regulations and the laws of the State of Colorado;

- c. To appoint such subcommittees as may be necessary to achieve the purposes of GCART;
- d. To seek monetary donations to GCART and provide an accurate accounting for all monies and other donations received;
- e. To disburse monies in the furtherance of the purposes of the GCART. Any disbursements over the amount of fifty dollars (\$50) must have been previously approved by a quorum of the Board. All disbursements will then be paid by check;
- f. To prepare a budget to be submitted to Gilpin County Commissioners annually;
- g. To seek volunteer support of GCART;
- h. To hire such contractors as may be necessary to carry out the purposes of GCART;
- i. An audit shall be made from the date of the beginning of the year until the end of the year and its accounting for that year;
- j. To make a written report at the annual meeting covering the activities of GCART for the year.
- k. To attend regularly scheduled meetings. Excessive absences may be brought before the Board for a full review. Members may be removed due to excessive unexcused absences, a conflict of interest or other activities deemed to be detrimental to the best interests of GCART. A two-thirds vote of the seated Board members at a regular meeting is necessary to complete the member's removal. Written appeal can be made to the GCART Board within 30 days of removal.

SECTION 3: At any regularly scheduled or special meeting of GCART, a voting quorum shall consist of at least two-thirds of the seated board members. Voting shall be done in the following manner: Votes will be allowed by verbal vote during any meeting if quorum is present, by written notice via fax to the Secretary of the Board or by Proxy vote called in to at least two other Board members.

SECTION 4: GCART will not be responsible for any debts or obligations incurred by any person or parties incurring such debts without proper approval of said debt or obligations as described in Article V, Section 2e. Any debt or obligations incurred without Committee approval will be the sole responsibility of the person or party that incurred said debt or obligation.

ARTICLE VI – MEETINGS

SECTION 1: The Annual meeting of the GCART membership shall be held during the fourth quarter of the calendar year at such time and place within Gilpin County as may be designated by the Committee.

SECTION 2: Special meetings may be called by the Committee provided due notice *of at least one week* preceding the date set for the meeting is given to its members.

SECTION 3: At all business meetings a quorum shall consist of a two-third majority of the seated Board members. If a quorum is not available the presiding Chair will have the ability to conduct what business can be conducted or cancel the meeting and reschedule on another date.

SECTION 4: Upon written request of any member, stating the object of the requested meeting, the Committee shall call a special meeting, as specified in Article VI, Section 2.

ARTICLE VII– AMENDMENTS

These By-Laws may be amended at a special Board meeting by a two-thirds vote of the membership present.

ARTICLE VIII – FISCAL YEAR

The fiscal year of GCART shall be from January 1 to December 31.

Certification: These Rules and Regulations were adopted at a regular meeting of the GCART Committee held on XXXXXX by a majority vote of those present, a quorum voting.

Members present and voting:

See copy of attendees attached.
