

BY-LAWS

WEST JERSEY K-9 SEARCH AND RESCUE, INC.

These By-laws repeat or amplify procedures and methods set forth in the Certificate of Incorporation. Nothing contained herein shall be in derogation of the Certificate of Incorporation.

ARTICLE I

BUSINESS

Title 1. Directors (Trustees)

Section 1. The affairs of this corporation shall be managed by a Board of Directors (Trustees) composed of the principal officers of the corporation. They shall be elected by the voting members at the annual meeting and shall serve one year.

Section 2. The Board of Directors shall be bound by the Certificate of Incorporation and by these By-Laws subsequently approved by two-thirds of all voting members: said By-Laws may be amended at any annual, general or special meeting by two-thirds of all voting members.

Section 3. Any vacancy in the Board of Directors shall be filled by the voting members at a special meeting and shall serve until the next annual meeting of the corporation.

Section 4. The Directors shall receive no compensation for their services as Directors.

Section 5. The highest amount of indebtedness or liability to which the Board of Directors may commit the Corporation for any specific purpose shall be the sum of \$500.00.

Title 2. Officers

Section 1. President. The President shall be the executive officer of the corporation and shall preside at all meetings of the corporation and perform all other duties commonly incident to the office. *This office can only be held by qualified handlers as defined by ARTICLE II, Membership.*

Section 2. Vice President. The Vice President, in absence of the President, shall exercise all presiding duties of the President. The Vice President is responsible for the training schedule for K-9s, handlers and other search and rescue resources in all phases of search and rescue operations. The Vice President is also responsible for maintaining records of all training activities of the corporations. *The Vice president may be referred to as the Training Officer.*

Section 3. Secretary. The Secretary shall maintain minutes of meetings, handle general correspondence and maintain the permanent records of the corporation.

Section 4. Treasurer. The Treasurer shall maintain records of monies received and disbursed *and make a report of the same at the annual meeting and at other times deemed necessary by the President.*

Title 3. Meetings of the Membership

Section 1. Annual Meeting. There shall be an annual meeting of the members of the corporation in the month of January of each year, the time and date to be determined by the current officers. Notice of the meeting shall be given by the secretary to all voting members at least two weeks prior to the date of the meeting.

Section 2. Special Meetings. A special meeting of the general membership may be called at any time following a majority vote of the officers. Such meetings may be scheduled by personal contact, by phone or by mail. The minutes of special meetings will be read at the next annual meeting.

Section 3. Quorum. Fifty percent (50%) of the voting membership shall constitute a quorum to transact general business at any meeting. Two thirds (2/3) of the voting membership shall constitute a quorum to amend the By-Laws or vote on dissolution. The Certificate of Incorporation can only be amended by a unanimous vote of the voting membership.

Section 4. Proxy. A written proxy, dated, signed and specific to the meeting and subject, shall count for a member's vote in that member's absence.

Title 4. Fees

Section 1. An annual membership fee of \$50.00 shall be due from all members of the corporation at the annual meeting or in no case later than January 31 for that calendar year. The annual membership fee will not be prorated for any partial year membership. New members joining the corporation after the start of the fourth quarter of the calendar year will not be required to pay the annual membership fee for that calendar year.

Section 2. Junior members. An annual membership fee of \$15.00 shall be due from all junior members of the corporation. All other guidelines of Title 4, Section 1 of these By-Laws apply to junior members.

Title 5. Financials

Section 1. Accounting Period. The accounting period for this non-profit corporation will be from January 1 to December 31.

Title 6. Purpose

Section 1. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding and other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by and organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

Section 3. Upon the 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, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II

MEMBERSHIP

Title 1. Categories of Membership

Section 1. Voting Members. Each voting member shall have one vote in the election of Directors, in the admission of trainees and new voting members and in adopting and amending the Certificate of Incorporation and the By-Laws. Voting members shall be required to train at least three times monthly and keep records of such training. They shall be required to participate in unit training sessions at least twelve (12) times annually, including a minimum of once each quarter. They shall also be required to participate in a minimum of fifty percent (50%) of all live searches of which they receive notification. Participation in body recoveries shall be optional.

Voting members include:

1. Charter members of the organization.
2. Those who are admitted to the membership by a vote of the voting members at any meeting with a quorum in attendance, after meeting the requirements for the class of operational membership for which they apply as listed below:
 - a. HANDLER. Handlers are qualified handlers of either qualified or trainee K-9s. They shall have successfully completed a RED CROSS First Aid course, an Emergency Medical Technician course *or other similar first aid course*. They shall also possess skills in land navigation, search management, wilderness survival, radio procedures and communications, public relations and knowledge of other search and rescue groups operating in the area. They shall have search experience and be physically fit. *Handlers may be referred to as Senior handlers or K9 handlers.*

- b. **SUPPORT PERSONNEL.** *Support personnel are individuals who desire to contribute to the purpose of the corporation in an operational capacity but without a qualified or trainee dog. Support personnel shall have successfully completed a RED CROSS First Aid course, an Emergency Medical Technician course or other similar first aid course. They shall also possess skills in land navigation, search management, wilderness survival, radio procedures and communications, public relations and knowledge of other search and rescue groups operating in the area. They shall have search experience and be physically fit. Support personnel membership is limited to a maximum of one support person to three handlers. If the number of handlers decreases causing an exceedance of the 1 to 3 ratio, the excess support personnel may remain in their qualified role with the corporation, however relinquishing voting rights in reverse seniority order until the ratio is corrected.*

Section 2. Non-voting Members. With the exception of contributing members, non-voting members may not hold executive office. Non-voting members include:

1. **HANDLER TRAINEE.** *Handler trainees are members working toward qualification in a handler status who have been accepted as handler trainees by vote of the voting members at the end of a 90-day applicant period. This applicant period may be waived by unanimous consent of the voting members. Handler trainees shall be required to train at least four times monthly and keep records of such training, and to participate in unit training sessions at least twelve (12) times annually, including a minimum of once each quarter. Before handler trainees may participate in a search, they shall have demonstrated a functional knowledge of land navigation and basic radio procedures and communications; if they are to assist a field team, they shall have demonstrated the ability to navigate and handle themselves in the woods and shall be physically fit. Handler trainees may participate in searches in a support capacity at the discretion of the mission leader. Handler trainees that have achieved the Support Personnel qualification do not hold voting rights or affect the Support Personnel to Handler ratio. Handler trainees may identify themselves as members of the corporation. Handler trainees may only represent the corporation at public relations events with the prior approval of an executive officer.*
2. **SUPPORT PERSONNEL TRAINEE.** *Support personnel trainees are members working toward qualification in a support personnel status who have been accepted as support personnel trainees by vote of the voting members at the end of a 90-day applicant period. This applicant period may be waived by unanimous consent of the voting members. Support personnel trainees shall be required to train at least four times monthly and keep records of such training, and to participate in unit training sessions at least twelve (12) times annually, including a minimum of once each quarter. Before support*

personnel trainees may participate in a search, they shall have demonstrated a functional knowledge of land navigation and basic radio procedures and communications; if they are to assist a field team, they shall have demonstrated the ability to navigate and handle themselves in the woods and shall be physically fit. Support personnel trainees may participate in searches in a support capacity at the discretion of the mission leader. Support Personnel trainees may identify themselves as members of the corporation. Support personnel trainees may only represent the corporation at public relations events with the prior approval of an executive officer.

3. *CONTRIBUTING MEMBER. Contributing members are non-voting members who contribute to the purpose of the corporation as designated in the By-Laws but do not qualify in the other categories of membership. Contributing members may attend meetings and identify themselves as members of the corporation.*
4. *JUNIOR MEMBER. Junior members are minors who desire to contribute to the purpose of the corporation as designated in the By-Laws in any of the categories of membership. Junior members are required to have parental permission allowing membership on file with the secretary and are subject to acceptance as a junior member by vote of the voting members at the end of a 90-day applicant period. This applicant period may be waived by unanimous consent of the voting members.*

Title 2. Training and Qualifications

Section 1. Training Manual. The WJK9SAR, Inc. Training Manual delineates the various qualifications and respective standards attainable by corporation members and K9s. The training manual shall be reviewed by voting members when deemed necessary by the President or, at a minimum, on an annual basis.

IN WITNESS WHEREOF, I, the undersigned Director of West Jersey K-9 Search and Rescue, Inc., have hereto set my hand

Katrene Johnson, President
West Jersey K-9 Search and Rescue, Inc.

Date