Search and Rescue Dogs of Colorado, Inc.

ByLaws

Revised April, 2007

BYLAWS
SEARCH AND RESCUE DOGS OF COLORADO, INC.

ARTICLE I
CORPORATION NAME AND LOCATION

The name of this Corporation shall be Search and Rescue Dogs of Colorado, Inc., also known as SARDOC, Inc. and SARDOC. The principal office of said corporation shall be located in whatever area of the State of Colorado the Directorship shall see fit to designate as convenient and appropriate. The principal area of operation of the Corporation shall be within (but not limited to) the boundaries of the State of Colorado.

ARTICLE II
OBJECTIVES

The objectives of the Corporation shall be:

1. To provide qualified search and rescue dog team services upon request from valid sources.
2. To coordinate member units in the field as such coordination is needed.
3. To provide reasonable standards for certification of dog/handler teams.
4. To provide the time and place for search and rescue dog teams to meet and exchange ideas, critique missions, plan the coordination of operations, and develop new concepts of search and rescue work with dogs.
5. To provide a training resource for dog teams and interested agencies.

ARTICLE III
CORPORATION NOT FOR PROFIT

Section 1. Limitations for Tax-Exempt Status.

SARDOC shall be incorporated under the laws of the State of Colorado as a Corporation Not For Profit. The Corporation shall have perpetual existence. The Corporation shall have no stockholders, issue no stock, and pay no dividends.

The Corporation is organized exclusively for charitable, 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 of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

The Corporation shall be supported by contributions or donations, and by such means as may be approved by the Executive Board of Directors. It shall carry out its objectives within the State of Colorado, and in such other areas as the Executive Board of Directors may authorize.

Section 2. Dissolution.

Upon the dissolution of the Corporation, the Executive Board of Directors shall, after paying or making provision for payment of all of the liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any

future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Colorado Search and Rescue Board, Inc.

ARTICLE IV
DEFINITIONS

1. Member - Anyone that has paid their annual dues and remains in good standing.
2. Membership List - A list showing the addresses and phone numbers of all members of SARDOC.
3. Voting Members - All operational and non-operational handlers and field support personnel and non-field support personnel who have fulfilled their probationary period and continue to meet their membership requirements as per the Bylaws and Standards and Evaluation Procedures.
4. Candidate - Anyone wishing to join SARDOC in a non-voting capacity until completion of the probationary period as per the Standards and Evaluation Procedures.
5. Inactive - A voting member who has paid their dues but is unavailable for missions or practices.
6. Handler - A member trained, or in training, in all areas of field readiness and having access to a dog trained, or in training, in one or more areas of search-related work.
7. Field Support - A member trained, or in training, in all areas of field readiness to respond to missions with a dog/handler team as a field team member or incident base member.
8. Non-field Support - A member with the desire to help SARDOC in any way other than by being field ready.
9. Operational - All handlers and field support personnel having been certified according to the SARDOC Standards and Evaluation Procedures.
10. Non-operational - A non-certified member trained, or in training, in all areas of field readiness.
11. Dispatcher - The person responsible for receiving all requests for search dogs and dispatching dog teams to missions.
12. Dispatch List - The published list of Search and Rescue Dogs of Colorado operational handlers.
13. Two-Thirds (2/3) Vote - Two-thirds (2/3) of the eligible voters present at the meeting where the vote is being taken.
14. Quorum - A quorum for the Executive Board of Directors shall be constituted by the presence at a meeting of that board of a majority of the membership of that board. A quorum for a General Business Meeting shall be constituted by the presence at a meeting of 1/3 of the voting membership.
15. Notice - Notice of meeting is deemed to be given when it is given verbally, or by electronic mail (email), at least 14 days before the meeting, or when written notice is deposited in any official U.S. Postal Service Mailbox with proper postage affixed and addressed with the member's address in accord with the Membership List at least 21 days before the meeting.
16. General Meetings - General meetings shall be convened a minimum of four (4) times a year to review the business affairs of SARDOC as may be appropriate.
17. Special Meetings - Special meetings may be called for the purpose of conducting business that will not wait for the next scheduled general meeting.
18. Policies - A set of written statements governing the actions, procedures, and administration of SARDOC. The Policies are established and maintained by the Executive Board of Directors.
19. Standards and Evaluation Procedures - A set of written statements governing the field readiness of dog/handler teams and all support members. The Standards and Evaluation Procedures are established and maintained by the Colorado SAR Dog Coordinator and the Standards Committee.
20. Fielding Agency - An agency which is the primary user of a SARDOC member which takes responsibility for the member's training, workman's compensation and liability issues.

ARTICLE V
THE EXECUTIVE BOARD OF DIRECTORS
and
STANDARDS COMMITTEE

Section 1. Composition and Powers.

The day-to-day activities of SARDOC shall be administered by the Executive Board of Directors, which shall consist of (6) officers. The officers are President, Secretary, Treasurer, Colorado SAR Dog Coordinator, Training Director, and Director-At-Large.

Annually the Executive Board of Directors will review and revise as necessary the budget prepared by the Treasurer.

Any member of the Executive Board can, with the approval of the President, establish and/or dissolve subcommittees composed of SARDOC members.

The Executive Board of Directors shall have all administrative powers not denied it nor delegated to the Colorado SAR Dog Coordinator or to the General Membership. Except as otherwise provided by these Bylaws, the activities of SARDOC shall be administered and Policies set by the Executive Board of Directors by the majority vote of a quorum at a duly called Executive Board of Directors Meeting.

Section 2. President.

The President presides over all regular meetings of the Executive Board of Directors and all General Business Meetings. The President is a voting member of both bodies. A list of duties shall include, but not be restricted to: call and chair all official meetings of SARDOC and supervise fund-raising activities, public demonstrations, or other official interactions between SARDOC and the general public. He/she must approve all correspondence, presenters, and all presentation topics.

The President shall maintain a current list of duties and schedules to be passed on to the next President at the end of each term.

A nominee for the officer of President must have been a voting member of SARDOC for the preceding 12 months, at least 21 years of age, and bondable.

Section 3. Secretary.

The Secretary records, maintains, and distributes to the membership, the minutes for all official meetings of the Executive Board of Directors and the General Business Meetings. The Secretary performs or supervises functions which shall include, but not be limited to:

Creating and distributing Identification Cards for operational personnel;
Receiving, answering, and filing official SARDOC correspondence;
Preparing receipts for all payments and contributions received by SARDOC;
Maintaining an official file of all SARDOC records, except financial, in a manner that will make these records readily accessible to other members, with Executive Board approval, on a need-to-know basis;
Notifying any SARDOC member of correspondence concerning that individual or SARDOC office within 5 days from receipt of that correspondence.

In the absence of the President, the Secretary becomes acting President. When acting as President, the Secretary has the same voting privileges and responsibilities on the Executive Board of Directors and at General Business Meetings as the President.

The Secretary and Treasurer shall assure that Federal and State legal requirements are completed and filed in a timely manner.

The Secretary shall maintain a current list of duties and schedules to be passed on to the next Secretary at the end of each term.

A nominee for the office of Secretary must have been a voting member of SARDOC for the preceding 6 months, at least 21 years of age, and bondable.

Section 4. Treasurer.

The Treasurer prepares and maintains all records related to the financial activities of SARDOC. These functions shall include, but not be limited to, the following:

Collecting all payments due SARDOC;
Notifying the Secretary of payments and contributions received by SARDOC;
Notifying SARDOC members of payments or credits due;
Within 3 banking days of receipt of funds, depositing these funds in an authorized SARDOC bank account;
Maintaining a ledger with balances to be updated quarterly;
Maintaining savings account and checking account records and assuring these accounts are current;
Preparing, mailing, and recording SARDOC purchase orders;
Paying all authorized SARDOC obligations.

The Treasurer shall prepare an annual budget which is to be presented to the Executive Board of Directors for review and approval.

The Treasurer and Secretary will assure that Federal and State legal requirements are completed and filed in a timely manner.

The Treasurer shall maintain a current list of duties and schedules to be passed on to the next Treasurer at the end of each term.

A nominee for the office of Treasurer must have been a voting member of SARDOC for the preceding 6 months, at least 21 years of age, and bondable.

Section 5. Colorado SAR Dog Coordinator.

The Colorado SAR Dog Coordinator is responsible for the administration of matters concerning Fielding, Standards and Evaluation Procedures, and all Search-Related Problems. The Colorado SAR Dog Coordinator is the Chairperson of the Standards Committee and calls and presides over all Standards Committee meetings.

The Colorado SAR Dog Coordinator is responsible for the SARDOC mission statistics for each calendar year and provides the Secretary with mission reports for each mission as requested by the National Association of Search and Rescue (NASAR). The Colorado SAR Dog Coordinator is a SARDOC representative to the Colorado Search and Rescue Board (CSRB) and the National Association of Search and Rescue.

The Colorado SAR Dog Coordinator shall maintain an up-to-date Dispatch List which will be provided to the Training Director and the SARDOC Dispatchers.

The Colorado SAR Dog Coordinator will assemble budget information related to member training, and will forward the information to the Treasurer to incorporate into the overall budget.

The Colorado SAR Dog Coordinator shall maintain a current list of duties and schedules to be passed on to the next Colorado SAR Dog Coordinator at the end of each term.

The nominee for the position of Colorado SAR Dog Coordinator must be willing to travel, at his/her expense, to all four formal SARDOC training sessions, as well as attend as many of the following meetings as possible: The Standards Committee, Executive Board of Directors, and CSRB. The Colorado SAR Dog Coordinator must be a voting member with three (3) years experience as a certified operational SARDOC handler or five (5) years as certified operational support, be at least 21 years of age, and bondable.

Section 5a. Training Director.

The Training Director is appointed by the Colorado SAR Dog Coordinator and must be approved by the Executive Board of Directors. The Training Director is an automatic member of the Standards Committee.

The Training Director shall administer the training plan developed by the Standards Committee and submit it to the Executive Board for Review. The Training Director is responsible for coordinating specialized trainings, including weekends and seminars, with the approval of the Standards Committee.

The Training Director, the Colorado SAR Dog Coordinator and the Standards Committee shall work in close coordination to insure that past field problems are corrected in training. The Training Director shall ensure that records are compiled on handlers and field support personnel, training, attendance, and all certifications of dog/handler teams. The Training Director is responsible for arranging all Certification Tests.

The Training Director will be responsible for handling new member applications and responses, and for updating the membership list, including the status of all personnel. The Training Director will also maintain a current list of testers in all areas and a current testing sheet.

The Training Director will also serve as the backup Colorado SAR Dog Coordinator for all fielding/dispatch issues should the Coordinator not be available.

The appointee for the position of Training Director must be willing to travel, at his/her expense, to all four formal SARDOC training sessions, be responsible for all certification tests throughout the year, as well as attend as many Standards Committee and Executive Board of Directors meetings as possible. The Training Director must be a voting member with two (2) years experience as a certified operational SARDOC handler or three (3) years as certified

operational support, be at least 21 years of age, and bondable.

Section 5b. Area Director.

The Area Director position is reassigned on an annual basis by the Colorado SAR Dog Coordinator.

Requirements:

1. Area Directors shall be operational members of SARDOC either in a handler or support capacity. Area Directors must be active and in good standing with their local SAR group or fielding agency.
2. Area Directors must make every effort to attend all quarterly SARDOC training weekends in order to keep abreast of matters that need to be relayed to their particular area.

Responsibilities:

1. Gives educational and public relations presentations on search dogs and SARDOC, or delegates the task appropriately, with notification to the President.
2. Fields questions and provides information to individuals interested in learning more about involvement with SARDOC.
3. Distributes SARDOC information (i.e., manuals, new member handouts, brochures, etc.) to appropriate individuals. This includes paraphernalia such as window decals, t-shirts, etc. when necessary.
4. Schedules local trainings and supplies that information to all interested parties as well as the SARDOC Newsletter Editor and the SARDOC Training Director.
5. Organizes training sessions or delegates to qualified person(s).
6. Inspects training logs and monitors progress of candidates for recommendation to the SARDOC Training Director to determine timing of certification tests.
7. Sets up physical fitness tests locally, with approval from the SARDOC Training Director.
8. Initially handles disciplinary problems as they arise, with immediate notification to SARDOC Coordinator, keeping the SARDOC Executive Board abreast of issues where necessary.
9. Assists in setting up tests locally, arranging dates, places, subjects, and testers at the request of the SARDOC Training Director.
10. Keeps an accurate accounting of moneys spent on copies, stamps, long distance phone calls, etc. that specifically represent Area Director expenditures.

Section 6. Director-At-Large.

The Director-At-Large will assist the other officers with the duties of their offices as needed or requested.

The Director-At-Large is also responsible for organizing PSAR events, and for acquiring plaques, patches, collars and certificates that acknowledge member honors and certifications.

The Director-At-Large shall maintain a current list of duties and schedules to be passed on to the next Director-At-Large at the end of each term.

A nominee for the office of Director-At-Large must have been a voting member of SARDOC for preceding 6 months, at least 21 years of age, and bondable.

Section 7. Standards Committee.

The Standards Committee is involved in matters concerning Training, Standards and Evaluation Procedures, and Certification Tests. The Standards Committee will annually review and revise, as necessary, the Standards and Evaluation Procedures. They will also determine the dates of the four (4) formal SARDOC training sessions. The Colorado SAR Dog Coordinator, Training Director, and the Standards Committee shall work in close coordination to insure that past field problems are corrected in training.

The Standards Committee meetings will be called by the Colorado SAR Dog Coordinator, as necessary. The Standards Committee may not make changes to the Standards and Evaluation Procedures without the Colorado SAR Dog Coordinator being present. Standards Committee members will be required to attend at least 3/4 of the Standards Committee meetings. They must attend 3 of 4 SARDOC formal training sessions per year. The Training Director shall be responsible for all Certification Tests with the assistance of the Standards Committee. Other operational handlers may participate in the assessment of the Certification Tests after appropriate training, as per the Standards and Evaluation Procedures. SARDOC members may attend any meeting of the Standards Committee and have the right to be heard.

The five (5) Standards Committee members will be selected as follows: The Training Director will be appointed by the Colorado SAR Dog Coordinator as specified in these ByLaws; two operational handlers who have been voting members of SARDOC for the preceding 12 months and two voting members of any status who have been voting members of SARDOC for the preceding 12 months will be selected by the General Membership in the annual

election. If possible, the Standards Committee should be comprised of members from different geographic areas and different dog-handling interests.

The nominees for the Standards Committee must be at least 21 years of age, and bondable.

Section 8. Election of Officers and Standards Committee Members.

The President shall form a nominating committee to prepare a slate of contenders for SARDOC offices and Standards Committee members. The nominations of the committee will be presented at the General Business Meeting. Additional nominations may be made by any voting member and must be seconded by another voting member. All nominees must meet the minimum standards set forth in these Bylaws for the office in question. Regular elections of officers and Standards Committee members shall be held at a General Business Meeting. In the event of the removal of an officer or Standards Committee member during the term, or by virtue of a vacancy, the Executive Board shall appoint a qualified SARDOC member to fill the vacancy, with the exception of the presidency as per Article 5 Section 3 of these Bylaws. The SARDOC membership shall be notified of the appointment. The appointment becomes effective immediately. The Officer or Standards Committee member shall serve until the next regular election.

Section 9. Voting for Officers and Standards Committee Members.

SARDOC officers and Standards Committee members shall be elected by majority vote using email, secret ballot or Absentee ballot. Balloting may be waived in the event there is only one nominee for an office. Balloting will be processed according to Robert's Rules of Order, Revised.

The Executive Board of Directors will finalize all nominations by October 31st. After insuring that all nominees are paid members, the ballots will be mailed, or sent by electronic mail (email), to paid members by November 10.

Section 10. Removal of Officers and Standards Committee Members.

The President, Secretary, Treasurer, Colorado SAR Dog Coordinator, Training Director, Director-At-Large, and any member of the Standards Committee may be removed from office by a Two-Thirds (2/3) vote of the entire voting membership at a duly-called General Business Meeting. An officer or Standards Committee member shall also be removed from office if that officer's lack of attendance at scheduled meetings is such that the position shall be declared vacant. A motion to consider removal of an officer may be made by a Two-Thirds (2/3) vote of the Executive Board of Directors or by any five (5) voting members at a General Business Meeting. The proposal to remove an officer or Standards committee member shall state the cause for removal. The Executive Board of Directors shall notify the officer or Standards Committee member of the proposal and the date, time, and place of the meeting at which the question of removal is to be decided.

Section 11. Term of Office.

Unless otherwise terminated, all SARDOC officers and Standards Committee members shall have a regular term of office of one (1) year. The election of officers and Standards Committee members will be held at the last quarterly general business meeting each year. The new officers and Standards Committee members will take office on January 1 of each year.

ARTICLE VI
EXECUTIVE BOARD OF DIRECTORS MEETINGS

Section 1. Meetings.

The Executive Board of Directors shall meet at least six (6) times per year. The meetings shall be held at a time and place established by the President. An Emergency Meeting of the Executive Board of Directors may be called by the President, and two (2) officers, or any five (5) voting SARDOC members. The party calling an Emergency Meeting of the Executive Board of Directors shall give all officers notice as to time and place of the meeting. An Emergency Meeting of the Executive Board of Directors may be held without notice if at least three (3) of the officers are present. All meetings of the Executive Board of Directors must be attended by a quorum of the officers before business may be conducted.

Section 2. Rights of SARDOC Members.

SARDOC members may attend any meeting of the Executive Board of Directors and have the right to be heard. Any five (5) voting members may petition the Executive Board of Directors and the Executive Board of Directors shall vote on such petition by roll-call vote at the end of the next meeting of the Executive Board of Directors.

ARTICLE VII
MEMBERSHIP

Section 1. Voting Membership.

The voting membership of SARDOC shall consist of all handlers, field support and non-field support personnel who have completed their probationary period, continue to pay their membership dues and other fees, are currently in good standing with SARDOC, and participate in a minimum of 2 of 4 formal SARDOC training sessions per year (including business meetings). Members not able to participate in the required formal SARDOC training sessions must work with an operational team at least twice per session missed and will supply to the Training Director a written description and evaluation of their training done during the time period to satisfy this requirement. This description should be signed by the person(s) training with the member. Any member who misses more than 2 of 4 formal SARDOC training sessions within a year may be subject to a review of their operational status by the Colorado SAR Dog Coordinator and/or the Standards Committee. They must also meet any other requirements as may be stated in these Bylaws, Policies, and/or Standards and Evaluation Procedures. A voting member may cast a vote on any issue requiring the vote of that member and may express an opinion at any General Business or Executive Board of Directors Meeting.

Section 2. Exemplary Service to SARDOC Award.

The Exemplary Service to SARDOC Award is granted to active members in recognition of significant contributions to SARDOC. The Executive Board of Directors proposes candidates for the Exemplary Service to SARDOC Award at a General Business Meeting. A three-quarters (3/4) vote of the members present or voting absentee is required to grant the award. Recipients of the Exemplary Service to SARDOC Award are exempt from the payment of annual SARDOC dues for three years, so long as they remain active members of SARDOC in good standing. Former "Lifetime Memberships" in SARDOC are hereby abolished and deemed converted to the status of the Exemplary Service to SARDOC Award.

Section 3. Resignation of Membership.

A member may resign at any time upon written notice to the Executive Board of Directors. A member who resigns forfeits all rights and privileges of membership. Should this person seek reinstatement they must meet all requirements as though they had never been a member.

Section 4. Nondiscrimination.

Search and Rescue Dogs of Colorado, Inc. shall be an equal opportunity organization.

Section 5. Duties.

Every member must uphold the principles of SARDOC as stated in the Articles of Incorporation, and abide by the Bylaws, Policies, and Standards and Evaluation Procedures of SARDOC.

ARTICLE VIII
REMOVAL AND CHANGE OF STATUS OF MEMBERS

Section 1. Procedures for Removal.

A member may be removed from membership only for just cause and only by the Executive Board of Directors, as set forth in these Bylaws and SARDOC Policies. Causes for removal shall include, but are not limited to, the following: willful action inconsistent with the aims and purposes of SARDOC, disobedience of orders during an emergency operation, criminal or dishonest conduct, willful disregard of the duties of members set forth in these Bylaws, disregard of the Policies, disregard of the Standards and Evaluation Procedures, or failure to continue to meet membership requirements. The proposal to remove a member shall state the cause. The President shall notify the member of the proposal and the date, time, and place of the Executive Board of Directors Meeting at which the question of removal is to be decided. The member has the right to attend the meeting, to produce witnesses in his/her behalf, to confront opposing witnesses, and to submit affidavits to be read. The proposal to remove must be resolved during the meeting at which the question of removal is scheduled. The question may not be postponed unless the scheduled meeting is canceled to meet an operational emergency. The action to remove shall require a Two-Thirds (2/3) vote of the Executive Board of Directors for approval.

Section 2. Automatic Change of Status of Members.

Any SARDOC member who has failed to satisfactorily participate in at least one (1) mission, practice or training session held during a calendar year shall be subject to automatic change of status. The change of status will be to "Inactive" (a voting member who has paid their dues but is unavailable for missions or practices). In cases of operational members, certification cards will not be reissued. Notification of such automatic change of status shall be mailed to the member's last known address by the Secretary.

ARTICLE IX
GENERAL BUSINESS MEETINGS

Section 1. Procedures.

There shall be a minimum of four (4) General Business Meetings held during the calendar year. These meetings shall be held at a time and place specified by the President once per quarter during the calendar year. The Executive Board of Directors shall send written notice via email of time and place of the meetings to the voting membership. If a quorum is not present, no business may be conducted. In this case, officers whose terms of office were to have expired shall be considered to have continuation of their terms of office until a quorum is obtained at a duly-called General Business Meeting. Unless otherwise specified in these Bylaws, other business shall also be carried over to the next General Business Meeting.

Section 2. Emergency Business Meetings.

In the event that a meeting is not held due to an emergency operation or due to the lack of a quorum, an Emergency Business Meeting shall be called by the President during the following month. The President shall set a time and place for the Emergency Business Meeting and shall notify the voting membership in writing or by email. If two General Business Meetings have failed to provide the required voting response from the membership on an issue requiring a quorum, the President may choose to either table the issue, citing lack of interest, or call a third General Business Meeting, (usual notification) at which a simple majority of those present at the meeting will determine the issue.

Section 3. Absentee Voting.

Any member eligible to vote on a question may vote absentee by submitting a signed written statement of the question and vote that the member wishes to express. All absentee votes must be submitted to the Secretary or President prior to the meeting at which the question is to be considered. Absentee votes received after the vote on the question shall be null and void. All absentee votes shall be signed and notarized by a Notary Public. Absentee ballots will be counted as part of the quorum. No member shall be allowed to vote by proxy.

Section 4. Electronic Mail.

Each member shall keep the Executive Board, through the Training Director (or his/her designated representative), advised of an electronic mail (email) address that the member wishes to use for communication of SARDOC matter, including, but not limited to, notices and voting. The Training Director (or his/her designated representative) shall maintain the list of electronic addresses for the membership.

Section 5. Electronic Mail (Email) Notices.

Except as otherwise determined by the Executive Board (which may be on a case-by-case basis), use of email shall be considered sufficient for purposes of providing notices to the membership or individual members, in any circumstance wherein notice is required pursuant to these Bylaws or the Policies and Procedures of SARDOC.

Section 6. Electronic Mail (Email) Voting.

Except as otherwise determined by the Executive Board (which may be on a case-by-case basis), use of email shall be considered sufficient for securing the vote of members on any and all matters which require a vote pursuant to these Bylaws or the Policies and Procedures of SARDOC.

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised, latest edition, shall govern the Corporation in all cases to which they apply and that are not inconsistent with these Bylaws or with the Articles of Incorporation.

ARTICLE XI
RECORDS

All SARDOC records remain the property of SARDOC, and must be returned to a SARDOC Executive Board of Directors member upon leaving office, or upon the request of the Executive Board of Directors.

Section 1. Confidentiality of Records.

The following records of SARDOC shall be considered confidential, and shall not be released to any member, nor shall any member be allowed to review such records, except by the three-quarter (3/4) vote of the Executive Board or under subpoena or order of a court:

- Personnel records, including, but not limited to, disciplinary matters, letters of reprimand, certifications, membership applications, and information regarding the mental or physical condition of a member.
- Any voting records, including, but not limited to, email ballots or other voting information, which contain personally identifiable information.
- Records with respect to a member's certification, including, but not limited to, confidence forms, written tests, field tests, and other communications from testers regarding a specific member/test.

This provision shall not, however, preclude the review of such records by current members of the Executive Board, when such Board is in session, and by the Training Director or other Board member who is maintaining such records.

ARTICLE XII
AMENDMENTS TO THE BYLAWS AND
ARTICLES OF INCORPORATION

Section 1. Amendments Initiated by the Executive Board of Directors.

The Executive Board of Directors may, by a Two-Thirds (2/3) vote, propose an amendment to these Bylaws. To become effective the proposed amendment must be ratified by a Two-Thirds (2/3) vote of the Executive Board of Directors.

Section 2. Amendments Initiated by the Voting Membership.

A Two-Thirds (2/3) vote of the members present at a General Business Meeting may propose an amendment to these Bylaws. To become effective the proposed amendment must be ratified by a Two-Thirds (2/3) vote of the Executive Board of Directors at the next Executive Board of Directors Meeting. The Executive Board of Directors shall receive written notification of the proposed amendment at least fourteen (14) days prior to the meeting at which the question of ratification is to be considered.

Section 3. Effective Date of Amendments.

Amendments to these Bylaws shall become effective at the close of the meeting at which they are ratified.

Section 4. Suspension.

These Bylaws shall not be suspended.

Section 5. Amendments to the Articles of Incorporation.

The Articles of Incorporation may be amended in the manner provided for the amendment of the Bylaws. The amendment shall become effective when filed with the Secretary of the State of Colorado.

APPROVAL:

We, the undersigned, hereby approve the amendments to the Bylaws of Search and Rescue Dogs of Colorado, Inc. on this the _____day of_____, 2007.

_____ Roger Matthews, President

_____ Lee Duerksen, Secretary

_____ Allen Weaver, Treasurer

_____ Marcia McMahon, Colorado SAR Dog Coordinator

_____ Ina Bernard, Director-At-Large

_____Training Director