



**SEARCH AND RESCUE DOGS OF COLORADO, Inc.**

**By-Laws**

**Revised December 2022**

**BY-LAWS**  
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**

MISSION

SARDOC's Mission:

To train, certify and deploy exceptionally qualified mission ready K9 teams to assist agencies on searches.

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 support and 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 Membership meeting shall be constituted by the presence at a meeting of 1/3 of the voting membership.
15. Meeting Notice - Notice of meeting is deemed to be given when the location, time, place and agenda are provided to the membership by electronic mail (email), at least 7 days in advance.
16. Emergency Meetings - Special meetings may be called for the purpose of conducting business that will not wait for the next scheduled general meeting.
17. 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.
18. Standards and Evaluation Procedures - A set of written statements governing the field readiness of dog/handler teams and all support members.
19. 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, Fielding Coordinator, Testing Coordinator, and Membership Coordinator. Annually the Executive Board of Directors will review and revise as necessary the budget prepared by the Treasurer.

The Executive Board can, with a majority vote, establish and/or dissolve subcommittees composed of SARDOC members.

The Executive Board of Directors may delegate tasks as needed, with the exception of their voting privileges. 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 Membership meetings. The President is a voting member of both bodies. 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. The President performs or supervises functions which shall include, but not be limited to:

1. Calling and chairing all official meetings of SARDOC;
2. Supervising fundraising activities, public demonstrations, and presentations or other official interactions between SARDOC and the general public;
3. Approving all correspondence, presenters, and all presentation topics;
4. Maintaining a current list of duties and schedules to be passed on to the next President at the end of each term.

**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 Membership meetings. 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. The Secretary performs or supervises functions which shall include, but not be limited to:

1. Receiving, answering, and filing official SARDOC correspondence;
2. Maintaining a file of all official SARDOC records, except financial and membership, in a manner that will make these records readily accessible to other members, with Executive Board approval, on a need--to--know basis;
3. Notifying any SARDOC member of correspondence concerning that individual or SARDOC office within 5 days from receipt of that correspondence.
4. The Secretary will be responsible for acquisition of apparel, plaques, patches, collars and certificates that acknowledge member honors.
5. The Secretary and Treasurer shall assure that Federal and State legal requirements are completed and filed in a timely manner, and maintain appropriate, annual insurance coverage.
6. 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 Membership meetings as the President.
7. Maintaining a current list of duties and schedules to be passed on to the next Secretary at the end of each term.

**Section 4. Treasurer.**

The Treasurer prepares and maintains all records related to the financial activities of SARDOC. 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. The Treasurer performs or supervises functions which shall include, but not be

limited to:

1. Preparing an annual budget which is to be presented to the Executive Board of Directors for review and approval;
2. Collecting all payments due SARDOC;
3. Preparing receipts for all payments and contributions received by SARDOC;
4. Notifying the Secretary of payments and contributions received by SARDOC;
5. Notifying SARDOC members of payments or credits due;
6. Within 3 banking days of receipt of funds, depositing these in an authorized SARDOC bank account;
7. Maintaining a ledger with balances to be updated quarterly;
8. Maintaining savings account and checking account records and ensuring these accounts are current;
9. Preparing, mailing, and recording SARDOC purchase orders; Paying all authorized SARDOC obligations;
10. The Treasurer and Secretary will assure that Federal and State legal requirements are completed and filed in a timely manner, and maintain appropriate, annual insurance coverage;
11. Maintaining a current list of duties and schedules to be passed on to the next Treasurer at the end of each term.

#### Section 5. Fielding Coordinator.

The Fielding Coordinator is responsible for the administration of matters concerning fielding and all mission related issues. The nominee for Fielding Coordinator must be a voting member with two (2) years of experience as a certified operational SARDOC handler, or three (3) years as certified operational support, be at least 21 years of age, and bondable. The Fielding Coordinator is an automatic member of the Standards Committee. The Fielding Coordinator performs or supervises functions which shall include, but not be limited to:

1. Maintaining the SARDOC mission statistics for each calendar year.
2. Maintaining an up-to-date Dispatch List of certified personnel which will be provided to the Testing Coordinator and the SARDOC Dispatch Service;
4. The Fielding Coordinator is a SARDOC representative to the Colorado Search and Rescue Association (CSAR);
3. Maintaining a current list of duties and schedules to be passed on to the next Fielding Coordinator at the end of each term.

#### Section 6. Testing Coordinator.

The Testing Coordinator is responsible for all aspects of progressions, evaluations, and certification testing procedures. The nominee for Testing Coordinator must be a voting member, with two (2) years of experience as a certified operational SARDOC handler, or three (3) years as certified operational support, be at least 21 years of age, and bondable. The Testing Coordinator is an automatic member of the Standards Committee. The Testing Coordinator performs or supervises functions which shall include, but not be limited to:

1. Creating and distributing identification cards and certificates for operational personnel.
2. Ensuring that testing records are compiled and maintained on dogs, members, testers and evaluators.
3. Maintaining a current list of duties and schedules to be passed on to the next Testing Coordinator at the end of each term.

#### Section 7. Membership Coordinator.

The Membership Coordinator functions as the liaison between the organization and its members. This includes answering queries, providing information, and maintaining personnel records for handlers and dogs. The nominee for Membership Coordinator must be a voting member, with one (1) year experience as a certified operational SARDOC handler, or two (2) years as certified operational support, be at least 21 years of age, and bondable. The Membership Coordinator performs or supervises functions which shall include, but not be limited to:

1. Ensuring that personnel records are compiled and maintained on members and dogs in a manner that will make these records readily accessible to other members, with Executive Board approval, on a need--to--know basis;

2. Managing the membership roster.
3. Managing the online MACH forms system in partnership with the web page manager
4. Serving as the point of contact for new membership inquiries, applications, and relations
5. Maintaining a current list of duties and schedules to be passed on to the next Membership Coordinator at the end of each term.

#### Section 8. Area Directors.

The Area Directors are selected by the voting members of their respective region after the general election has been held and before December 15th. A member elected to the Executive Board cannot concurrently serve as an Area Director in the same term. The Area Directors are automatic members of the Standards Committee and are responsible for the day-to-day management of activities in their region, including but not limited to trainings, non-required progressions, coordinating weekends and signing off training logs.

The nominees for the position of Area Director must have been a voting member of SARDOC for the preceding 12 months, hold operational support certification, be at least 21 years of age, and bondable. The term for Area Directors shall be for one year (January 1st to December 31st). In the event of the removal of an Area Director, or by virtue of a vacancy, a new Area Director will be selected by the voting members of the respective region to serve for the remainder of the term. The SARDOC membership shall be notified of the appointment. The appointment becomes effective immediately.

An Area Director performs or supervises functions which shall include but not be limited to:

1. Giving educational and public relations presentations on search dogs and SARDOC or delegating the task appropriately, with notification to the President.
2. Distributing 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.
3. Scheduling local trainings and supplying that information to all interested parties as well as the SARDOC Newsletter Editor and the SARDOC Testing Coordinator.
4. Organizing training sessions or delegating that task to qualified person(s).
5. Inspecting training logs and monitoring progress of candidates for recommendation to the SARDOC Testing Coordinator to determine the timing of certification tests.
6. Setting up physical fitness tests locally, with approval from the SARDOC Testing Coordinator.
7. Initially handling disciplinary problems as they arise, with immediate notification to the SARDOC Executive Board if necessary.
8. Assisting in setting up tests locally, arranging dates, places, subjects, and testers at the request of the SARDOC Testing Coordinator.
9. Keeping an accurate accounting of moneys spent on copies, stamps, long distance phone calls, etc. that specifically represent Area Director expenditures.
10. Maintaining a current list of duties and schedules to be passed on to the next Area Director at the end of each term.

#### Section 9. Standards Committee.

The Standards Committee is comprised of the Fielding Coordinator, Testing Coordinator, and the Area Directors. The Standards Committee is responsible for the administration of matters concerning standards and evaluation procedures and advises and makes recommendations to the Executive Board in matters of organization-wide training plans, standards, evaluation and certification procedures.

The Standards Committee will select a chairperson at the beginning of each term. A chairperson can only serve as chairperson for one (1) consecutive term. The Standards Committee shall preferably meet six (6) times per year and no less than once every six months. The Chairperson shall provide prior notice to the membership of all meetings and share the proposed agenda. The meetings shall be held at a time and place established by the Chairperson. A standards meeting can be canceled by majority vote of the committee. If a meeting is canceled and there are outstanding agenda items, a makeup meeting must be scheduled within one month. Emergency standards meetings can also be called by any two Standards Committee members or any five (5) voting SARDOC members. The party calling an Emergency standards meeting shall give the membership notice as to time and place of the meeting. An Emergency meeting of the Standards Committee may be held without notice if at least three (3) members are present. All meetings of the Standards Committee must be attended by a quorum of the committee members before business may be

conducted.

Standards Committee members are expected to attend at least 75% of the Standards Committee meetings. SARDOC members may attend any of the Standards Committee meetings and have the right to be heard. Any SARDOC voting member may propose changes to Standards and Evaluation Procedures which the Standards Committee must consider.

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

#### Section 10. Election of Officers.

By September 1st, the President shall form an election committee of at least two voting members who are not running for office. Beginning September 1st, the election committee will solicit nominations from the membership, via email. The slate of candidates will be made accessible to the membership through a read--only document. Nominations will be open until September 30th. On October 1st, the election committee will publish the ballot. Voting will be open between November 1st and November 7th. The election committee will conduct the election using a process that the Executive Board approves ensuring anonymity and report the results. All nominees must meet the minimum standards set forth in these By-Laws for the office in question and be seconded by another voting member. SARDOC officers shall be elected by majority vote. Balloting may be waived in the event there is only one nominee for an office. Anyone participating in the election as a nominee or voter must have paid membership dues for the coming year. In order for payments to be processed by November 1st, they must be postmarked or completed online by October 20th. In the event of the removal of an officer or a vacancy during the term, the acting Executive Board shall appoint a qualified SARDOC member to fill the vacancy, except for the presidency position 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 shall serve until the next regular election.

#### Section 11. Removal of Officers.

The President, Secretary, Treasurer, Fielding Coordinator, Testing Coordinator, and Membership Coordinator may be removed from office by a Two Thirds (2/3) vote of the entire voting membership at a duly called General Membership meeting. An officer 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 Membership meeting. The proposal to remove an officer shall state the cause for removal. The Executive Board of Directors shall notify the officer of the proposal and the date, time, and place of the meeting at which the question of removal is to be decided.

#### Section 12. Term of Office.

Unless otherwise terminated, the President, Treasurer, Testing Coordinator and Membership Coordinator shall have a regular term of office of two (2) years, and the Secretary and Fielding Coordinator shall have a regular term of office of one (1) year. Officers 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 President shall provide prior notice of all meetings to the membership and share the proposed agenda. 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 the membership 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 or the Standards Committee 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 a 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, continued to pay their membership dues and other fees and are currently in good standing with SARDOC. 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 Membership meeting, Standards Committee meeting, 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 Membership meeting. A three- quarters (3/4) vote of the members present 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.

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 per these Bylaws, Policies, and Standards.

Section 4. Nondiscrimination.

Search and Rescue Dogs of Colorado, Inc. shall be an equal opportunity organization. Membership in Search and Rescue Dogs of Colorado shall be determined solely by an individual’s competence, ability, and desire to perform their duties. Such membership shall not be limited nor withheld based on gender, race, national origin, religious or political beliefs, age, marital status, sexual orientation, veteran status, or disability.

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 on 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 6-month period 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). Certification cards will not be issued or reissued to members while their status is "Inactive". Notification of such automatic change of status shall be mailed to the member's last known address by the Secretary.

**ARTICLE IX**  
GENERAL MEMBERSHIP  
MEETINGS

Section 1. Procedures.

There shall be a minimum of four (4) General Membership 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. If a quorum is not present, no business may be conducted. Unless otherwise specified in these Bylaws, other business shall also be carried over to the next General Membership meeting.

Section 2. Emergency Membership 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 Membership meeting shall be called by the President during the following month. The President shall set a time and place for the Emergency Membership meeting and shall notify the voting membership in writing or by email. If two General Membership 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 Membership 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 proposal may vote absentee by submitting via an email or a signed written statement of the proposal 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 proposal is to be considered. Absentee votes received after the vote on the question shall be null and void. Absentee ballots will be counted as part of the quorum. No member shall be allowed to vote by proxy.

Section 4. Email.

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

Section 5. 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. 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 By-Laws 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 which are not in conflict with these Bylaws or with the Articles of Incorporation.

**ARTICLE XI**  
**RECORDS**

All official 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 the Executive Board is in session, or the Membership Coordinator, Testing Coordinator 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.

Section 2. Amendments Initiated by the Voting Membership.

A Two Thirds (2/3) vote of the members present at a General Membership meeting may propose an amendment to these Bylaws.

Section 3. Ratification of Amendments

The membership shall receive notification of the proposed amendment at least thirty (30) days prior to the meeting at which the question of ratification is to be considered or an online vote is conducted. To become effective the proposed amendment must be ratified by a majority vote of the membership. The election will be conducted using a process that the Executive Board approves ensuring anonymity and report the results.

Section 4. Effective Date of Amendments.

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

Section 5. Suspension.

These Bylaws shall not be suspended.

Section 6. 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.

