

**CONSTITUTION AND BY-LAWS  
OF  
GERMAN SHEPHERD RESCUE AND ADOPTIONS  
A CHARITABLE NONPROFIT CORPORATION**

**Article I**

**NAME AND PURPOSE AND OFFICE**

**Section 1** The name of this organization will be known as German Shepherd Rescue and Adoptions, hereinafter called the "Corporation", formally incorporated as German Shepherd Dog Rescue and Adoption Service.

**Section 2** The purpose of this Corporation is to provide the following:

- (a) The Corporation is a charitable nonprofit corporation and is not organized for the private gain of any person. It is organized under the North Carolina Nonprofit Corporation Act for charitable and educational purposes. The purposes are charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, (the "Code") or the corresponding provisions of any subsequent federal tax laws.
- (b) Notwithstanding any other provision of these bylaws, the Corporation shall not, except to an insubstantial degree, carry on or engage in any activities or exercise any powers that are not in furtherance of the purposes of the Corporation.

**Section 3 SPECIFIC PURPOSES** Within the context of the foregoing general purposes, the specific and primary purposes for which the corporation is organized and shall be exclusively operated shall be:

- (a) As provided in the Articles of Incorporation of the Corporation; and
- (b) To engage in any and all lawful activities incidental to the foregoing purposes.

**Section 4 LIMITATIONS**

- (a) **Legislative and Political Activity** No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publishing or distributing of statements in connection with) any political campaign on behalf or in opposition to any candidate for public office.
- (b) **Property** The property, assets, profits and the net income are dedicated irrevocably to the purposes set forth in Sections 2 and 3 above. No part of the profits or net earning of the Corporation shall ever inure to the benefit of any of its directors, trustees, officers, members or to benefit of any private individual.
- (c) **Dissolution** Upon the dissolution of the Corporation, after paying or adequately providing for the payment of the debts, obligations and liabilities of the Corporation, the remaining assets of the Corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of

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the Code, or the corresponding provisions of any subsequent federal tax laws, or shall be distributed to the federal government or to a state or local government for a public purpose, or as may be determined by a court of competent jurisdiction upon application of the Board of Directors, for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code, or the corresponding provisions of any subsequent federal tax laws.

**Section 5 OFFICE** The principal office of the Corporation shall be located at such a place or places, to include a virtual office, as the Board of Directors may designate.

**Article II  
MEMBERSHIP**

**Section 1 MEMBERS** The Corporation shall have no members.

**Article III  
OFFICERS AND GOVERNING BODY**

**Section 1 BOARD OF DIRECTORS**

**(a)** The governing body of the Corporation will be the Board of Directors and shall be composed of not less than four (4) nor more than fourteen (14) directors as may be fixed or changed from time to time, within the maximum and minimum, by the Board of Directors. Directors need not be residents of the State of North Carolina.

**(b)** The Board of Directors shall include: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Application Screener Coordinator, Foster Coordinator, Event Coordinator, Publicity Coordinator, and Medical Coordinator.

**(c)** The Executive Board will consist of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

**Section 2 CONFLICTS OF INTEREST**

**(a)** Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation.

**(b)** A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation.

**(c)** If any such conflict of interest arises, the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a

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vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

**Section 2 TERMS OF APPOINTMENT**

- (a) The term of appointment for all Board Members are for terms of 2 years and are eligible to serve consecutive terms by a majority vote of the Board of Directors.
- (b) The Board of Directors may hold no more than 2 Board positions at a time.

**Section 4 VOTING PRIVILEGES**

- (a) The President will vote only in the event of a tie.
- (b) All other Board Members will have one vote each, no matter the number of positions held.

**Article V**

**DUTIES OF BOARD OF DIRECTORS**

**Section 1 ATTENDANCE AND REPLACEMENT**

- (a) All Board Members will attend monthly board meetings.
- (b) Absence from two meetings may be grounds for dismissal by the Corporation President.
- (c) Resignation shall be in writing a minimum of 30 days before vacation of the position to the President and Secretary. An emergency board meeting will be scheduled immediately to elect a replacement.
- (d) It will be the responsibility of the resigning board member to help identify and train a replacement for their position. Resigning Board members will make all efforts to help find and train the replacement, unless otherwise decided by the Board of Directors.
- (e) The Board of Directors will nominate and vote on replacements.
- (f) A Board member may be removed with a majority vote of the Executive Board if just cause is determined, including, but not limited to dereliction of duties and/or failure to uphold the Constitution.

**Section 2 GENERAL DUTIES**

- (a) Be familiar with, and uphold the Corporation's Constitution.
- (b) Review, and revise as needed, the Constitution every two years.
- (c) Evaluate monthly financial statements.

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- (d)** May appoint and oversee a committee to conduct an annual inventory of physical assets at the end of the fiscal year.
- (e)** Approve proposed budget annually, no later than November, for following fiscal year (calendar year).
- (f)** Reevaluate and approve the Organizational Structure yearly (Appendix A).
- (g)** Compile a current After Action Report (AAR) in writing to the President at the end of each Board year. One copy of each AAR will be given to the Secretary by January 2nd.
- (h)** Maintain a current position binder in a shared Virtual Folder. All Board Members are responsible for eliminating expired files, or those older than three years, at the conclusion of the board year. This binder is shared with the successor upon departure or expiration of term of office. If there is no designated successor, the position binder will be given to the President as soon as position is vacant. The following items will be in the position binder.
  - (i)** Current Corporation Constitution
  - (ii)** Board of Directors Roster (Names, email addresses, and mailing addresses)
  - (iii)** All agendas and notes for the board year.
  - (iv)** AAR for their position.
  - (v)** Any other materials pertinent to the position.
  - (vi)** Proof of insurance

**Section 5 SPECIFIC DUTIES OF BOARD OF DIRECTORS**

**(a) PRESIDENT**

- (i)** Oversee all operations of the rescue.
- (ii)** Run monthly board meetings and call votes.
- (iii)** Work with the Board of Directors to monitor the state of the rescue.
- (iv)** Work directly with the Treasurer to ensure the financial stability of the rescue.
- (v)** Assist the 1st VP and Medical Coordinator in making critical and costly medical decisions.
- (vi)** Call special votes for situations like, but not limited to Euthanasia or costly medical decisions.
- (vii)** Work directly with Rescue lawyer.
- (viii)** Give presentations as needed with respect to awards either given by or given to GSRA and coordinate with the Publicity Coordinator.

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(ix) Work closely with the Intake Coordinate to ensure all dogs brought into the rescue meet GSRA standards.

**(b) 1st VICE PRESIDENT**

(i) Oversee the operation of the Coordinators as outlined in Appendix A.

(ii) Report to the President and the board on the state of Coordinator's responsibilities.

(iii) Maintain communication with Coordinators (Appendix A) via email, phone or social media on at least a monthly basis.

(iv) Fill in for President if President is unavailable.

**(c) 2nd VICE PRESIDENT**

(i) Oversee the operation of the Coordinators as outlined in Appendix A.

(ii) Report to the President and the Board on the state of Coordinators responsibilities.

(iii) Maintain communication with Coordinators (Appendix A) via email, phone or social media on at least a monthly basis.

(iv) Fill in for the President if the President or 1st VP is unavailable.

**(d) SECRETARY**

(i) Record and preserve the minutes of all Board meetings and present them for approval at the next Board meeting.

(ii) Maintain current roster of Board Members to include names, phone numbers, addresses, and email addresses.

(iii) Request the annual AAR from each Board Member and maintain them for the subsequent board.

(iv) Prepare other board correspondence as needed (Including, but not limited to Grant Requests, letters requesting the rescue's association with shelters/veterinarians, letters requesting funding.)

(v) Serve as committee chair for Constitutional amendments.

(vi) Maintain and distribute the current amended Constitution.

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**(vii)** Provide all relevant documents when requested to include, but not limited to, 501(c)3 status, purpose of rescue or other documents for all rescue business.

**(viii)** Maintain up-to-date information to Guidestar.

**(e) TREASURER**

**(i)** Directly responsible for the Paypal Manager and Correspondence Manager

**(ii)** Maintain all financial records

**(iii)** Prepare and submit taxes each year

**(iv)** Maintain License to Solicit in North Carolina.

**(v)** Maintain Rescue liability insurance and volunteer insurance.

**(vi)** Maintain Corporation credit card account and bank account, to include CDs.

**(vii)** Write checks and pays bills as necessary.

**(viii)** Provide monthly financial statements through QuickBooks for 501(c) 3 to the Board of Directors.

**(ix)** Maintain up-to-date information to Guidestar.

**(x)** Work with Publicity Coordinator on Fundraising events to accurately monitor and track incoming donations.

**(xi)** Maintain website domain payments, RescueGroups database payments, and Quickbase monthly payments.

**(f) SCREENER COORDINATOR**

**(i)** Reports to the Vice President (Appendix A).

**(ii)** Directly responsible for Screeners, Pre-Screeners, and Vet Check Screeners

**(iii)** Responsible for recruiting, and training all application screeners.

**(iv)** Maintain an accurate Screener roster in GoogleGroups

**(v)** Manage the workload of the screening process

**(vi)** Maintain routine contact with all screeners via email, phone or other approved outlets.

**(vii)** Coordinate home visits for potential adopters.

**(viii)** Maintain contact with Foster Coordinator to ensure the best placement of dogs in permanent homes.

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**(ix)** Will work with Foster Coordinator, application screener and foster on issues arising with dog on trial or previously adopted dogs.

**(g) FOSTER COORDINATOR**

- (i)** Reports to the Vice President (Appendix A).
- (ii)** Directly responsible for fosters.
- (iii)** Responsible for recruiting, and training all fosters.
- (iv)** Maintain an accurate foster roster in GoogleGroups
- (v)** Manage foster dog placement in foster homes.
- (vi)** Maintain routine contact with all fosters via email, phone or other approved outlets.
- (vii)** Work directly with Intake Coordinator to place dogs in appropriate foster homes.
- (viii)** Ensure all fosters have the necessary supplies for foster dogs, both before and during foster placement.
- (ix)** Maintain contact with Screener Coordinator to ensure the best placement of dogs in permanent homes.
- (x)** Will work with Screener Coordinator, application screener and foster on issues arising with dog on trial or previously adopted dogs.
- (xi)** Coordinate foster dog babysitting and boarding when necessary.

**(h) INTAKE COORDINATOR**

- (i)** Reports directly to the Vice President (Appendix A).
- (ii)** Receive and review all requests to take dogs from volunteers, shelters, vet offices, Facebook and rescue email.
- (iii)** Coordinate obtaining preliminary information on a dog's temperament, location and urgency.
- (iv)** Determine which dogs to bring into the rescue.
- (iv)** Obtain medical records from shelter or owner.
- (v)** Coordinate the assessment of the dogs and require paperwork
- (vi)** Work with Foster Home Coordinator dog's entry into a foster home
- (vii)** Inform Transport Manager
- (viii)** Inform Medical Coordinator to arrange for meds and food.

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- (ix) Logs all dogs into Quickbase
- (x) Maintain contact with Foster Coordinator to ensure the best placement of dogs.

**(j) WEB COORDINATOR**

- (i) Reports directly to the Vice President (Appendix A)
- (ii) Directly responsible for Email Admins and Volunteer Admins
- (iii) Maintains RescueGroup and Quickbase Database
- (iv) Manage forms and maintain function
- (v) Maintain web rights for all volunteers
- (vi) Transfer dogs from Quickbase to RescueGroups
- (vii) Manage adoption contracts
- (viii) Maintain gsdrescue.org
- (ix) Maintain the function of GoogleGroups
- (x) Maintain the function of outside party forms
- (xi) Conduct web training
- (xii) Maintain sync with outside adoption listings

**(k) PUBLICITY COORDINATOR**

- (i) Reports directly to the Vice President (Appendix A)
- (ii) Responsible for Facebook Admins and Event Manager
- (iii) Creates and runs virtual fundraisers with the support of the Web Coordinator
- (iv) Works with Picnic Committee to advertise yearly Reunion
- (v) Publicize monthly adoption events
- (vi) Publicize and maintain the GSRA Brand.
- (vii) Serves as the Co-webmaster.

**(l) MEDICAL COORDINATOR**

- (i) Reports directly to the Vice President (Appendix A)



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- (ii) Work with Intake coordinator to make sure shelter dogs are vetted prior to pick up whenever possible.
- (iii) Work with Foster Home Coordinator & Intake Coordinator if applicable, to insure the medical needs of the dog is met.
- (iv) Oversee the arrangement of vet appointments at local vet clinics or specialty clinics.
- (v) Consult with treating veterinarians to determine the best (and most financially responsible) course of treatment.
- (vi) Oversee the vaccination and microchipping of dogs.
- (vii) Order medications and ensure the Pharmacy Manager is stocked.
- (vii) Responsible for Pharmacy Manager.

**Section 6 NON-BOARD, NON-VOTING POSITIONS**

**(a) TRANSPORT MANAGER**

- (i) Directly reports to Intake Coordinator.
- (ii) Manages all animal transports.
- (iii) Uses GoogleGroups email to locate transporters.
- (iv) Works with Facebook admins to locate transporters.
- (v) Maintains contact with all transporters and foster during the transport process.

**(b) EVENT Manager**

- (i) Directly Reports to Publicity Coordinator
- (ii) Schedule monthly adoption events
- (iii) Maintain Adoption events on the web
- (iv) Schedule other events as necessary.
- (v) Liaise with current and potential venues for rescue events.
- (vi) Ensure event supplies are distributed as needed and maintain an inventory of event supplies, including but not limited to merchandise, banners, business cards and adoption bandannas.

**(c) PHARMACY MANAGER**

- (i) Directly reports to Medical Coordinator.
- (ii) Keeps inventory of all medicine within GSRA Store.
- (iii) Notifies Medical Coordinator when inventory is running low.

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(iv) Keeps log of all medicine dispensed within each calendar year and provide this log to Board as requested.

(v) Maintain routine medicine for foster dogs and communicate with fosters on medicine needs.

**(d) EMAIL ADMINISTRATORS**

(i) Directly reports to Web Coordinator

(ii) Maintain rescue email and correspond to the public.

(iii) Pass email inquiries to the appropriate Coordinator.

**(e) PAYPAL MANAGER**

(i) Directly reports to Treasurer.

(ii) Marks application fee payment in RescueGroups.

(iii) Communicate with Web Coordinator on Adoption fees paid.

(iv) issues refunds

(v) Monitors PayPal payments for special events and fundraisers if requested by the coordinator.

(vi) Oversee the transfer of money from PayPal to bank account on a bi-monthly basis. During fundraiser, this will be done weekly.

(vii) Communicate with Correspondence Manager on needed thank you notes.

**(f) CORRESPONDENCE MANAGER**

(i) Directly reports to Treasurer

(ii) Write letters on behalf of GSRA (all thank you letters/emails).

(iii) Communicate with PayPal Manager on needed Thank you notes.

**(g) Pre-Screening Manager**

(i) Review every application for adoption through GSRA

(ii) Post application fee payments/verify through paypal

(iii) Disqualify applicants based on minimum standards such as unaltered pets in the home or outside animals

(iv) Add notes to each application discussing their suitability for a GSRA adoption

(v) Send denial notices as needed when applicants don't meet our standards or are not a good fit for GSRA

**(h) Vet Check Manager**

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- (i)** Call the vet listed on the adoption application whenever there are current or previously owned animals
- (ii)** Verify current or past animals are UTD on vaccines, HW prevention, and flea prevention; ask the vet's opinion on the suitability of the applicant to add another dog to their home
- (iii)** Email/communicate with applicants whenever there is a discrepancy or the need for clarification
- (iv)** Send denial notices as needed when applicants do not meet our standards

**(h) Volunteer Manager**

- (i)** Screen volunteer and foster applications.
- (ii)** Arrange home visits for foster applicants
- (iii)** Send approval and denial emails to applicants
- (iv)** Directly add volunteer and foster emails addresses into the proper distribution lists on GoogleGroups
- (v)** Communicate with foster and screener coordinator about new volunteers
- (vi)** Alert Webmaster of new volunteers/fosters/screeners to insure proper web rights are set up
- (vii)** Register all rescue microchips once dogs are adopted.

**(i) FaceBook Administrators**

- (i)** Works directly with the Publicity Coordinator and Web Coordinator
- (ii)** Maintains Facebook
- (iii)** Advertises dogs, posts adoptions and transport pleas
- (iv)** Monitors FB private messages and responds accordingly
- (v)** Maintains fresh content as the public face of the rescue
- (vi)** Monitors FB activity and maintains clean, appropriate communication

**(j) P.O Box Administrator**

- (i)** Picks up rescue mail twice a week
- (ii)** Scans and distributes mail to the appropriate rescue coordinators
- (iii)** Mails checks to Treasurer in pre-addressed envelopes

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(iv) Send treasurer a report of all checks mailed

**Article VI  
MEETINGS AND QUORUMS**

**Section 1 MEETINGS**

- (a) The Board of Directors will meet virtually monthly on the first Saturday of the month or other day set by the Board of Directors.
- (b) Executive Board meetings will be conducted quarterly.
- (c) Special Executive Board meetings may be called at the discretion of the President.

**Section 2 QUORUM**

- (a) A majority of all voting members of the Board must be present to constitute a quorum.
- (b) A majority vote shall rule.
- (c) In urgent situations, a telephonic vote or electronic mail vote may be conducted in lieu of a special meeting.
- (d) A telephonic vote or electronic mail vote will be conducted by the Secretary or in her absence, the 2nd Vice President, at the direction of the President. In cases of electronic vote, a majority vote of the “entire” voting board shall rule.
- (e) There is no proxy voting.

**Article VII  
FINANCES**

**Section 1** The Corporation will maintain:

- (a) Operating Account (Checking & Savings)**
  - (i) Checking**
  
  - (ii) Savings**
  
  - (iii) CD Investment Accounts**
  
  - (iv) PayPal**
  
  - (v) Debit Cards**

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**Section 2 AUDITS** Audits will be performed at least once every two years or upon change of the Treasurer. The selection of an independent, qualified auditor will be the responsibility of the Board of Directors.

**Section 3 FISCAL YEAR** The fiscal year of the Corporation will be 1 January to 31 December.

**Article VIII**

**TAXES**

In accordance with the Internal Revenue Service codes, the Corporation will file appropriate state and federal tax forms annually. Any and all changes in status, activity, or purpose of this organization will be reported to the Internal Revenue Service as required by law and in accordance with the Internal Revenue Service by the Treasurer.

**Article IX**

**INSURANCE**

**Section 1** The Corporation will maintain adequate liability insurance as protection against public liability, claims, property damage claims, or other legal actions arising from Corporation activities, one or more members acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the Corporation. This is the Treasurer's responsibility.

**Section 1** The Corporation will maintain volunteer accident insurance. This is the Treasurer's responsibility.

**Article X**

**HISTORICAL RECORDS**

**Section 1** The Corporation Secretary will maintain an historical file in Google Drive with duplicates uploaded to Dropbox or other designated electronic storage. The files will consist of (but not limited to) the following permanent records.

- (a) Constitution
- (b) ByLaws
- (c) Corporation SOP
- (d) List of all Board Members, employees, volunteers and contracted services.
- (e) IRS forms and IRS Tax Exempt Status, as applicable.
- (f) Copy of insurance policies.
- (g) Year-end financial statements.
- (h) Financial audits.

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(i) Monthly Minutes

**Article XI**

**AMENDMENTS AND ADOPTIONS**

**Section 1** Amendments to the Constitution may be proposed by any of the Board of Directors in writing to the Board of Directors. The Board will review the proposal and vote on it for approval or disapproval.

**Section 2** Proposed constitutional amendments will be adopted by a majority vote of the Board and will become effective immediately. This Constitution will then supersede all previous Constitutions and amendments; except it will not affect specific agreements and contracts entered into under the terms of the previous Constitution until such terms of agreements or contracts have reached their expiration dates.

**Article XII**

**RESCUE POLICY**

**(a)** German Shepherd Dogs and German Shepherd Dog mixes are accepted by German Shepherd Dog Rescue and Adoptions.

**(b)** Priority will be given to dogs as follows: 1.) Shelter 2.) Abuse situations 3.) stray 4.) Owner surrender

**(c)** All dogs turned over to the organization shall become the property of German Shepherd Dog Rescue and Adoptions as specified in the Owner Surrender Agreement.

**(d)** German Shepherd Dog Rescue and Adoptions will not accept into the program:

**(i)** Any dog the Board of Directors feels cannot be place into a new home.

**(ii)** Any dog with a history of biting a human will NOT BE ACCEPTED by German Shepherd Dog Rescue and Adoptions. A dog with a history of unprovoked aggression toward other animals or people (other than biting) may be accepted or denied based upon the decision of the Board of Directors and availability of suitable foster home.

**(iii)** German Shepherd Rescue and Adoptions reserves the right to reject any dog for any reason.

**(iv)** Any German Shepherd Dog Rescue Board Member or volunteer may take a dog in at any time. However, if the Intake Coordinator does not accept the dog into the program, the Board Member or volunteer assumes all responsibility for the dog. This includes veterinarian bills and eventual placement of the dog.

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**Article XIII  
FOSTER HOME RESPONSIBILITIES**

- (a)** Volunteers who wish to become foster homes are asked to complete a foster application online.
- (b)** Fosters will sign a foster contract with German Shepherd Rescue and Adoptions.
- (c)** The foster home serves as a safe and comfortable environment for the rescue dogs. The foster home allows us to get to know the dog before the dog is placed in a permanent home.
- (d)** The foster home makes an effort to assess the rescue dog in terms of: general health, behavior, and temperament
- (e)** The Foster will be responsible for choosing the best adoptive home for their dog.
- (f)** The Foster will make every attempt to get their dog to adoption events or arrange/help with alternative transport if needed.
- (g)** Follow the Foster Home Handbook and procedures located on the website.

**Article XIV  
BOARDING KENNEL PROCEDURES**

- (a)** When foster homes are not available, dogs can occasionally be boarded. Boarding kennels will be reimbursed at a rate to be approved by the Board of Directors.
- (b)** All boarding decisions must be cleared by the Intake Coordinator or the 1st Vice President.

**Article XV  
APPLICANTS FOR RESCUE DOGS**

- (a)** Persons wishing to adopt a rescue dog from German Shepherd Rescue and Adoptions are asked to complete an application for at [www.gsdrescue.org](http://www.gsdrescue.org) and pay an application fee.
- (b)** The Application Screener Coordinator or application screener will review each application as it comes in to ensure that it appears to be a suitable home. If not, the Application Screener Coordinator or delegate will notify them of disapproval.
- (c)** If the initial review does not disqualify the applicant, a screener will be assigned to review the application. The screener will schedule a phone interview, set up a home visit and ensure the vet check has been completed and passed.
- (d)** Once an application is approved, applications will be sent to appropriate foster homes for review and the matching process will begin.

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**(e)** Applications can be declined for, but not limited to the following reasons:

- (i)** Applicant plans to breed dogs
- (ii)** Applicant refuses to sign the spay/neuter contract for younger dogs
- (iii)** Applicant misrepresents information on the application
- (iv)** Applicant indicates the dog will be allowed to run free
- (v)** Applicant's veterinarian indicates a history of poor care for other animals
- (vi)** Applicant has a history of relinquishing other pets
- (vii)** Applicant will only accept an age or dog personality the Application Screener feels is unsuited to them (i.e. elderly person who wants a very young dog).
- (viii)** Applicant owns other dogs that are not spayed/neutered.
- (ix)** Applicant owns other dogs that are aggressive.
- (x)** Applicant rents a home or apartment and landlord cannot be contacted for their approval.
- (xi)** Applicant has no fence when it appears the dog would be at risk due to lack of fencing (invisible fences in not an adequate safety measure).
- (xii)** Applicants home is unkempt and potentially unsafe with clutter or items that can be considered harmful to a dog's health.

**Article XVI**

**ADOPTION PROCEDURES**

**(a) GENERAL PROCEDURES**

- (i)** Once the applicant screener approves an application, they will put the applicant in contact with the foster homes of potential matches.
- (ii)** The foster home should speak with the prospective adopter and assess whether this would be a good home for the dog.
- (iii)** If everyone agrees, a meet and greet is arranged. Dogs may go on trial 24 hours after the official meet and greet, but 3 days is preferred for paperwork to be filled out. This allows the adopters time to gather thoughts and supplies and make a permanent, responsible decision. This also allows time for the foster home to send out the adoption contract and fill out the required paperwork prior to adoption.

**(b) AFTER THE MEET AND GREET**

- (i)** The foster home should send out the electronic contract and New Parent Guide via email. Adopters should pay the \$250 adoption fee via PayPal unless



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other arrangements have been made with the rescue. No dog will go on trial prior to the adoption contract being signed.

**(ii)** The foster home will send the medical form, foster dog characteristic sheet and any other information necessary for the proper transition of the foster dog.

**(iii)** All GSRA dogs will go on trial after spay/neuter (unless too young or has a medical condition), a microchip (unless too young), a GSRA tag, and a couple of days worth of food.

**(iv)** If the dog was originally an owner surrender, GSRA will not give the adopting family the name, address or phone number of the families relinquishing the dogs, nor will it give the relinquishing families the name, address or phone number of the adopting family.

**(v)** The adopting family has 14 days to decide if they are adopting the dog (unless prior arrangements have been made with the foster under Foster Coordinator guidance of a different timeframe. If the dog is returned during the 14 day trial period, the \$250 adoption fee will be returned.

**Article XVII**

**RETURN OF PREVIOUSLY ADOPTED DOGS**

**(a)** If, through the follow-up process or telephone call from the owner, GSRA is made aware that a dog previously adopted should come back into the program, intake procedures should be followed as outlined in the intake section of this Constitution.

**(b)** If a dog has been found to have aggressive tendencies, the owner will be counseled as to the steps the owner wishes to take

**(i)** If possible, GSRA will provide names of qualified animal trainers or facilities if the owner wishes to attempt to rectify the behavior.

**(ii)** If the owner reports that the dog has bitten an individual, the owner will be advised we will accept the dog back into the program and if/when the dog is returned, the board will evaluate the dog, and that the dog may be humanely euthanized.

**(iii)** Owners need to give GSRA at least 3 weeks to find a new foster home for returned dog.

**(b)** If GSRA learns that an owner has violated the terms and conditions of the Adoption Agreement, the Board of Directors will review the data and make a decision regarding reclaiming the dog.

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**Article XVIII  
Euthanasia**

**(a)** GSRA recognizes euthanasia is an option of last resort. It also recognizes that such an option, while difficult, may be necessary for the humane treatment of an animal. The quality of life, as well as the safety of its human companions, must be the determining factor in any decision to euthanize an animal. The decision to euthanize a dog shall be as follows:

**(i)** A serious medical or behavioral problem; the examining veterinarian or the foster home should immediately contact the Foster Home Coordinator.

**(ii)** Two board members, shall, working with a licensed veterinarian, determine that the animal is suffering or that it is a threat to the safety of the people around the dog. When the dog has been evaluated by a person or persons judged competent by the Board of Directors to evaluate the temperament and stability of the dog, and if there is no reasonable option of ensuring the safety of the humans around it, a decision to euthanize shall be made.

**(b)** If a decision is made to euthanize a dog following these guidelines, the procedure will be carried out by a veterinary professional.

**XIX  
FINANCIAL POLICY**

All expenditures require the approval of the Treasurer or officer appointed by the Board, expenditures over \$800 require the approval of the Board.

**XX  
EXPENDITURE PRIORITIES**

**(a)** Expenses are prioritized as follows:

**(i)** Veterinary care of dogs

**(ii)** Boarding

**(iii)** Miscellaneous expenses including, but not limited to: grooming, postage, phone calls, equipment purchase.

**XXI  
FUNDRAISING**

**(a)** Any expense for fundraising purposes requires the approval of the Board of Directors.

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**(b)** No officer, volunteer, or committee member will personally gain from GSRA fundraising items by purchasing donated items at a discount. All such individual will be charged full retail prices.

**(c)** No officer, volunteer or committee member may keep any item sent to GSRA as a sample or a gift. If the item has been donated to GSRA, the item will be used in a raffle or other fund raising effort.. If the item will not be used in a fund raising effort and an officer, volunteer or committee member wishes to purchase it, said individual will purchase the item at full retail value.

**(d)** The designated purchasing agent for the appointed Fund Raising Committee is the Event Coordinator or Publicity Coordinator.

**Article XXII**

**DECLARATION OF INVALIDITY**

In the event an article of this Constitution, or a portion thereof, is declared invalid, the remaining unaffected provisions of such articles will remain in effect.

*The Constitution for German Shepherd Dog Rescue and Adoptions has been approved by a vote of the Board on this **5th day of February, 2015***

**Andrea Portbury, President**

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**Cris Higginbotham, Secretary**

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