By-Laws
Of The
GILPIN COUNTY ANIMAL RESPONSE TEAM

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

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

ARTICLE III – MEMBERSHIP

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

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

SECTION 3: GCART shall consider the proposals and determine which organizations shall be allowed to sponsor and the nature and extent of that sponsorship based on criteria including, but not limited to, the current focus of the GCART group, available time and resources to sponsor the organization, the timeliness of the proposal by the organization, the demonstrated ability of the organization to perform as described in their proposal.

SECTION 4: All members must be at least 18 years of age. Children under the age of 18 will be allowed in the evacuation center only under the supervision of their parent or legal guardian and ONLY with preapproval of the GCART Board. Any person working an evacuation must have an up-to-date, valid signed wavier on file.

SECTION 5: All members must be certified to the standards as laid out by current requirements. At this time, that includes the FEMA IS100 and IS700 Certifications plus the American Humane Association's Small Animal Disaster Sheltering Class Certification or the equivalent. Other certifications are encouraged but not required.

ARTICLE IV – BOARD MEMBERS

SECTION 1: The governing body of this organization shall consist of a Board consisting of no more than nine (9) members, which membership shall have been set in accordance with the approved Policies and Procedures. Elections will be held every odd year for the positions of Commander and Secretary/Treasurer, and every even year for the position of Vice-Commander. Elections will only be held in the fourth quarter. All vacancies will be appointed by the remaining Board members.

SECTION 2: The duties of the Board shall be:

a. To meet at least quarterly or as often as necessary for the purpose of fostering the purpose of the GCART team in Gilpin County;
b. To conduct the affairs of GCART, subject to its Rules and Regulations and the laws of the State of Colorado;
c. To appoint such subcommittees as may be necessary to achieve the purposes of GCART;

d. To seek monetary donations to GCART and provide an accurate accounting for all monies and other donations received;
e. To disburse monies in the furtherance of the purposes of the GCART. Any disbursements over the amount of one hundred and fifty dollars ($50) must have been previously approved by a quorum of the Committee. All disbursements will then be paid by check;
f. To prepare a budget to be submitted to Gilpin County Commissioners annually;
g. To seek volunteer support of GCART;
h. To hire such contractors as may be necessary to carry out the purposes of GCART;
i. An audit shall be made from the date of the beginning of the year until the end of the year and its accounting for that year;
j. To make a written report at the annual meeting covering the activities of GCART for the year.
k. To attend regularly scheduled meetings. No more than two unexcused meetings in a row may be missed before the Board position will be considered vacated. Members may also be removed due to a conflict of interest or other activities deemed to be detrimental to the best interests of GCART. A majority vote of the Advisory Committee at a regular meeting is necessary to complete the member's removal.
l. Board members are expected to attend all Board meetings. Excessive absences will be addressed by the Board with the possible penalty of that member being removed from their position on the Board.

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

SECTION 4: GCART will not be responsible for any debts or obligations incurred by any person or parties incurring such debts without proper approval of said debt or obligations as described in Article IV, Section2e. Any debt or obligations incurred without Committee approval will be the sole responsibility of the person or party that incurred said debt or obligation.

ARTICLE V – MEETINGS

SECTION 1: The Annual meeting of the GCART membership shall be held during the fourth quarter of the calendar year at such time and place within Gilpin County as may be designated by the Committee through notice published in a local newspaper in at least two issues immediately preceding the date set for the meeting.

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

SECTION 3: At all business meetings a quorum shall consist of a simple majority of the Board members.

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

ARTICLE VI – SUGGESTED GUIDELINES

Robert's Rules of Order Newly Revised shall be the suggested guidelines governing all business proceedings not otherwise provided for in these By-Laws.

ARTICLE VII – AMENDMENTS

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

ARTICLE VII – FISCAL YEAR

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

Certification: These Rules and Regulations were adopted at a regular meeting of the GCART Committee held on June 2, 2011 by a majority vote of those present, a quorum voting.

Members present and voting:

Larry Sterling, Normadee Jones, Jessie Ruhl, Jim Crawford, Sheila Kambic, Patty Reagin, Heather Hart