



BYLAWS

OF

LOYAL GUARDIANS SERVICE DOG TRAINING

ARTICLE 1 – NAME, OFFICE, AND PURPOSE

Section 1. Name.

The name of the organization is Loyal Guardians Service Dog Training (“the Organization”).

Section 2. Principal Office.

The principal office shall be located at 5632 Paradise Rd., Delta, CO 81416. The Organization may establish additional offices at such other places as may be designated by the Board of Directors.

Section 3. Nonprofit Purpose.

The Organization is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code. It is not formed for profit or personal financial gain. The assets and income of the Organization shall not be distributable to, or benefit, trustees, directors, officers, or other individuals, except for the payment of reasonable compensation for services rendered.

ARTICLE 2 – MEETINGS

Section 1. Annual Meeting.

An annual meeting shall be held once each calendar year for the election of directors and for the transaction of other business as may properly come before the meeting.

Section 2. Special Meetings.

Special meetings may be called by the Founder or the Board of Directors.

Section 3. Notice.

Written notice stating the place, date, and time of any meeting shall be provided at least ten (10) days prior. If it is a special meeting, the notice shall also state the purpose of the meeting. Notices shall be deemed effective upon mailing.

Section 4. Quorum.

A majority of directors shall constitute a quorum. In the absence of a quorum, the meeting may be adjourned until a quorum is present.

Section 5. Informal Action.

Any action required or permitted to be taken at a meeting may be taken without a meeting if consent in writing, setting forth the action, is signed by the directors.

ARTICLE 3 – BOARD OF DIRECTORS

Section 1. Authority and Number.

The Organization shall be managed by a Board of Directors consisting of three (3) directors.

Section 2. Election and Term.

Directors shall be elected at the annual meeting and serve a term of one (1) year, or until a successor is elected and qualified.

Section 3. Meetings.

- Regular Meetings: Quarterly, as set during the annual meeting.
- Special Meetings: May be called by the Founder, Vice President, Secretary, or any two (2) directors with five (5) days' written notice.

Section 4. Voting.

A majority vote of directors present at a properly called meeting at which a quorum is present shall constitute the act of the Board.

Section 5. Committees.

Standing committees shall include:

1. Executive Committee
2. Nominating Committee
3. Fundraising/Public Relations Committee

The President shall appoint chairpersons with Board approval.

Section 6. Vacancies and Removal.

Any director may be removed, with or without cause, at a meeting called for that purpose. Vacancies may be filled by the remaining directors for the unexpired term.

Section 7. Compensation.

Directors shall not receive compensation except for reasonable reimbursement of expenses or compensation for professional services rendered, as approved by the Board.

ARTICLE 4 – OFFICERS

Section 1. Officers.

The officers of the Organization shall be:

- President
- One or more Vice Presidents (as determined by the Board)
- Secretary
- Treasurer

Two or more offices may be held by one person.

Section 2. Duties.

- President/Executive Director (Founder): Chief Executive Officer; overall responsibility for strategic, operational, and program execution; attends all Board and Executive Committee meetings.
- Vice President(s): Assist in leadership duties as assigned.
- Secretary: Maintains records, minutes, and notices of all meetings.
- Treasurer: Manages financial affairs, reports to the Board, and ensures compliance with financial policies.

Section 3. Election and Term.

Officers are elected annually by the Board and serve a one (1) year term or until a successor is elected.

Section 4. Removal or Vacancy.

Any officer may be removed by the Board. Vacancies may be filled by Board appointment.

ARTICLE 5 – FINANCES

Section 1. Fiscal Year.

The fiscal year shall be determined by the Board of Directors.

Section 2. Budget.

The annual budget shall be approved by the Board during the first quarter of each year.

Section 3. Records.

Directors shall have the right to inspect the books, records, and properties of the Organization at any reasonable time.

ARTICLE 6 – AMENDMENTS

The bylaws may be amended, altered, or repealed by a majority of the Board at any regular or special meeting, provided written notice of the proposed changes is given at least ten (10) days prior.

ARTICLE 7 – INDEMNIFICATION

To the fullest extent permitted by law, the Organization shall indemnify and hold harmless any director, officer, employee, or agent from liability arising from their service to the Organization.

ARTICLE 8 – DISSOLUTION

Upon dissolution of the Organization:

1. All liabilities and obligations shall be paid or discharged.
2. Remaining assets shall be distributed exclusively to charitable or educational organizations organized under Section 501(c)(3) of the Internal Revenue Code, as determined by the Board of Directors.