

CONSTITUTION
ALUMNI Association
OF PILOT DOG OWNERS INCORPORATED

As Amended on June 23, 2007

As Amended on June 2011 and 2012

Article I Name:

- A. The name of said corporation shall be: The Alumni Association of Pilot Dog Owners Incorporated.

Article II Purpose:

A.To provide an opportunity for owners of dog guides to exchange information, knowledge, and experiences; to learn about new training techniques; and to find out about the latest equipment available in working with Pilot Dog guides.

B.To promote a better understanding among the general public of the value of dog guides to those who are visually impaired, and the value of the visually impaired with Pilot Dog guides to the entire community.

C.To encourage uniting together of persons with dog guides who have successfully trained and graduated from Pilot Dogs Incorporated in Columbus, Ohio

D.To promote a better understanding among potential employers of the benefits of hiring visually impaired persons with dog guides, and to assist dog guide owners in obtaining information about employment of the visually impaired.

E.To assist dog guide owners in matters of public relations when dealing with the general public.

F.To work for the standardization, enforcement, and expansion of legal provisions governing the enforcement of the acceptance of persons using dog guides.

G.To promote the acceptance of persons using dog guides to all facilities and means of transportation open to the general public.

H.To give assistance to Pilot Dogs Incorporated in Columbus, Ohio and any other such nonprofit organization which deals with the visually impaired as the membership from time to time may select.

Article III Membership

A.Active Member:

Section 01: Such a member must have successfully trained and graduated from Pilot Dogs Incorporated in Columbus, Ohio

Section 02: Such a member may vote, hold office, and serve on committees.

Section 03: Such a member must pay annual dues.

Section 04: Such a member may become a lifetime member by a single payment of twenty times the amount of the annual dues.

B.Lifetime Member:

Section 01: Such a member must have previously been an active member in good standing.

Section 02: Such a member may vote, hold office, and serve on committees.

Section 03: Such a member shall pay no annual dues.

C. Associate Member:

Section 01: Such a member shall be any person interested in the advancement of Pilot guide dog use for the visually impaired and the promotion of Pilot Dogs Incorporated in Columbus, Ohio.

Section 02: Such a member may serve on a committee but not vote nor nominate officers.

Section 03: Such a member must pay annual dues in the amount as set by the Alumni Association.

D. Honorary Lifetime Member (Amended 6/18/2006).

Criteria might include:

Such a member will demonstrate extraordinary service to the Pilot Dog organization, examples might include: trainer, veterinarian, or trust fund resource provider. Such a member has provided services benefiting the alumni, which may include:

- A. Organizer of a minimum of 5 conventions,
- b. developer of a trust fund to preserve the solvency of the organization in perpetuity.

Section 0 3. Nominating and Election procedures of an honorary member

- a. The nomination for an honorary member shall be presented in writing by any active member to a member of the board prior to the general meeting.
- b. The nomination shall list attributes of the candidate corresponding to the criteria listed in subsection B.
- c. The nomination will then be presented to the board, and if passed, to the general membership for approval.
- d. The nomination will be approved if passed by a two-thirds vote of the general membership present at the annual business meeting.
- E. No more than one member may be designated as a lifetime honorary member each year.

- 4. Such a member may attend meetings, participate in all convention activities, may be appointed to and serve on committees, but cannot vote or hold office in the organization.

5. All members who have previously been awarded the honorary lifetime membership prior to the enactment of this amendment shall continue the title with all honors and privileges in existence at the time of the award. (Amended 6/18/2006).

Article IV Dues

A. Annual dues shall be determined from time to time at the annual business meeting of the general membership by a two-thirds majority vote of the members present at the time of the meeting.

ARTICLE V. Executive Officers

A. The executive officers of the corporation to be elected by the members shall be a President, Vice-President, Secretary, and Treasurer .

B. The term of the President, Vice-President, Secretary and Treasurer shall be two years. These terms shall be staggered so the President and Secretary shall be elected in the same year and the following year the Vice-President and Treasurer shall be elected. The President and Vice-President shall not serve more than two consecutive terms.

Any officer not fulfilling their duties may be removed by a vote of 2/3rds of the board. Failures of duty may include, but are not limited to, failure to attend meetings, not performing tasks assigned, etc.

C. All officers shall perform the usual duties of their office as provided for by Roberts Rules of Order, current edition, unless otherwise provided for by this constitution or any bylaws which may be enacted.

D. A three year director, a two year director, and up to five 1 year directors shall be elected serving terms in accordance with the appropriate office. Except for the Life-time Trustee who shall serve until his/her death or resignation.

E. The four officers and eight Trustees shall constitute the Board of Directors and shall be the governing body for the Alumni Association of Pilot Dog Owners Inc.

F. The board of directors shall make no policy decision nor take any official action, which is in conflict with, or contrary to, any prior actions or decisions made by the general membership.

- G. The election of the officers and directors shall take place at the time of the annual business meeting of the general membership.
- H. Vacancies during the year on the Board of Directors may be filled until the time of the annual business meeting of the general membership by a two-thirds majority vote of the directors present at the time with nominees making written requests to fill such vacancies as may be needed.
- I. A person must be attending or have attended their third annual convention before being nominated to the office of president. Such attendance need not be consecutive.
- J. No two spouses may serve on the Board of Directors at the same time.

Article Vi Meetings:

- A. The annual business meeting of the general membership for the purpose of electing new officers and directors and transacting any other business shall be held at the same time and place as the annual convention.
- B. The president may call additional meetings of the general membership by a majority vote of the board of directors with written notification being given to those persons whose names appear on the books of the corporation thirty days prior to the date of said meeting.
- C. Two-thirds of the members present at the time of the annual business meeting who have paid current dues shall constitute a quorum for the purpose of transacting business.
- D. The regular meetings of the board of directors shall be held at the call of the president, and the same shall be called by the president upon written request of two directors, with thirty days prior notice being given to the president.

E. At all meetings of the board of directors, a majority of the board of directors shall constitute a quorum for the purpose of transacting business.

F. All Alumni board meetings shall be conducted in an interactive format, (teleconferencing, chat room, or instant messaging) to allow all board members the opportunity to:

1. immediately respond to questions,
2. obtain clarification of material, and
3. react to information presented. (Amended 6/18/2006).

G. All meetings and procedures of the alumni Association of Pilot Dog Owners Incorporated shall be in accordance with Roberts Rules of Order, current edition, unless otherwise specifically provided for in this constitution or in rules of order which may be adopted at any annual majority vote of the members present at the time of the meeting.

Article VII Order of Business:

A. Roll call.

B. Minutes of the previous meeting and action thereon.

C. Treasurer's report.

D. Report of the board of directors and committees.

E. Unfinished business.

F. Choice of the convention site for the following year.

G. Election of officers and directors.

H. New or miscellaneous business.

I. Adjournment.

Article VIII Committees:

A. Membership Committee: This committee is to interest Pilot Dog graduates and persons interested in the use of Pilot dog guides for the visually impaired, and the advancement of Pilot Dogs Incorporated to become members in this corporation.

B. Nominating Committee: Shall be headed by the Vice-President. Current officers may serve on this committee. This committee shall

consider and present a slate of officers for nomination at the annual business meeting of the general membership. Nominations may also be presented from the floor and by mail.

C. Fund Raising Committee: This committee shall provide ideas and opportunities for bringing income into the corporation.

D. Public Relations: This committee shall assist Pilot Dog graduates, at graduates request, by providing referrals to appropriate agencies pertaining to the use of dog guides and shall handle all publicity including the printing and distribution of all newsletters for the corporation.

E. Convention Committee. This committee will consist of the current and previous convention hosts, the secretary and the treasurer. This committee shall be responsible for making convention arrangements, the creation of a convention handbook, and the designation of future convention site prospects to be approved by the general membership. The committee will be responsible for maintaining all records, both financial and logistical, for each convention, subject to audit and review by the Alumni board. To be eligible to host a convention, the prospective host must be an active member in good standing and have attended at least three conventions as of appointment as host.

F. The Finance Committee shall be composed of four individuals.

- Treasurer
- Fund Raising chairperson
- Current year Convention chairperson
- One non-board member who shall be nominated by the President and approved by a majority vote of the AAPD board.

In the event there is an overlap of positions on the Finance Committee, extra non-board members shall be appointed as necessary until the committee totals four persons.

G.The president shall appoint members to all committees and shall appoint as many committees as felt necessary.

Article IX Convention:

Section 01

A.All conventions for the Alumni Association of Pilot Dog Owners Incorporated shall be held on the third or fourth weekend in June of each year unless otherwise provided for by a two-thirds majority vote of the general membership present at the annual business meeting.

B.Invitations from host cities must be received by the convention committee at least one year in advance, with a convention being held once every five years in Columbus, Ohio.

C.The choice for the following year's convention site shall be by majority vote of the members present at the time of the annual business meeting.

D.In the event that no convention site is chosen or it becomes impossible to hold the convention in the city which was chosen, the president with the approval of the board of directors shall make the choice of a convention site.

Section 02: Sponsorship and Eligibility:

A.Although the annual convention is an event sponsored by the Alumni Association of Pilot Dog Owners Inc, and all dog guide owners are welcome to attend and participate in convention activities, only Pilot dog owners shall be eligible for awards presented in the obstacle, obedience, tall tales, longest working team, newest working team and any other present or future competitions that the alumni shall add to convention activities.

B.No persons working with or volunteering for any other guide dog school may judge or preside over any event held at a convention.

Article X Voting

A. Votes may be cast at any annual business meeting or special meeting of the general membership or meeting of the board of directors in person, by phone, or by mail, but there shall be no proxy voting.

Article XI Suspension:

A. Any officer failing in their duties of their office shall be removed and a successor appointed by the board of directors.

B. Any officer bringing reproach or degradation upon this corporation or Pilot Dogs Incorporated shall be removed from office and a successor appointed by the board of directors.

Article XII Fiscal Year:

A. The fiscal year for the Alumni Association of Pilot Dog Owners Incorporated shall be from June first to May thirty first of each year.

Article XVIII Amendments and Repeal:

A. This constitution may be amended or repealed and a new one adopted at any regular meeting, or any special meeting of the general membership call by the president for that purpose by a two-thirds majority vote of the members present at the time of said meeting, with no less than thirty days written notification being given to the general membership prior to the date of said meeting.