



Northern Ontario Animal Welfare Society Constitution and Bylaws

Adopted: February 27, 2002

ARTICLE 1 – MISSION STATEMENT	2
ARTICLE 2 – STATEMENT OF ACTIVITIES.....	3
ARTICLE 3: BOARD OF DIRECTORS.....	4
ARTICLE 4: ELECTIONS	5
ARTICLE 5: BOARD DUTIES.....	6
ARTICLE 6: APPOINTED POSITIONS (TRUSTEES) DUTIES.....	7
ARTICLE 7: MEMBERSHIP IN NOAWS	8
ARTICLE 8: RESCUE POLICY	9
ARTICLE 9: ANIMAL INTAKE PROCEDURES.....	11
ARTICLE 10: FOSTER HOME POLICIES AND PROCEDURES.....	12
ARTICLE 11: ADOPTION POLICIES AND PROCEDURES	16
ARTICLE 12: RETURNING A PREVIOUSLY ADOPTED ANIMAL	18
ARTICLE 13: EUTHANASIA POLICY.....	19
ARTICLE 14: FINANCIAL POLICY	20
ARTICLE 15: EXPENDITURE PRIORITIES	21
ARTICLE 16: AMENDMENTS	22
ARTICLE 17: RECORD KEEPING.....	23

APPENDICES

- Appendix 1: Animal Intake Form
- Appendix 2: Foster Home Questionnaire
- Appendix 3: The Northern Ontario Animal Welfare Society
- Appendix 4: Foster Home Agreement
- Appendix 5: Pet Adoption Questionnaire
- Appendix 6: Spay/Neuter Discount Voucher
- Appendix 7: Request for Reimbursement form

The “Northern Ontario Animal Welfare Society” is a non-profit organization, which will carry on without purpose of gain for its members, and any profits or other accretions to the organization shall be used solely to promote its objectives.

ARTICLE 1 – MISSION STATEMENT

The objectives of “The Northern Ontario Animal Welfare Society” are as follows:

1. To reduce pet overpopulation in Northern Ontario Communities by providing a spay/neuter subsidy program to low income families, individuals and senior citizens
2. To educate the public regarding their pets and:
 - the importance of spaying/neutering
 - proper care and training
 - the prevention of abuse
3. To provide financial assistance to low income families and individuals and to senior citizens, as it pertains to food, medical care and assistance for their pets, when funds allow
4. To care for, neuter or spay, and find permanent homes for homeless animals

ARTICLE 2 – STATEMENT OF ACTIVITIES

NOAWS will endeavor to fulfill its objectives with the following activities:

1. Education Programs:
 - a) A Quarterly Newsletter, filled with tips, articles, pets available for adoption, Society Activities, etc... is circulated, free of charge, to the public
 - b) Volunteer members visit schools and other local organizations to inform and respond to questions
 - c) Volunteer members attend community events and functions to promote our cause (eg. Booths at Carnivals, fairs, etc...)

2. Animal Welfare:
 - a) The Society actively participates in helping locate lost animals
 - b) Allegations of animal abuse from concerned community members are forwarded to the Ontario Provincial Police for investigation.

3. Fostering and Adoptions:
 - a) The Society, together with caring community members, fosters abandoned, abused and homeless animals until permanent homes are found. (Note: Donations from community businesses and individuals enable the society to supply food and supplies for foster animals)
 - b) The society, with the help of a local veterinarian, spays or neuters, as well as vaccinates and provides medical care to homeless animals in its care under the fostering program, prior to placing the animal up for adoption.
 - c) In adoption, the animals are placed with responsible pet owners who offer a life-long commitment to their new companions, and who agree to neuter or spay the adopted pet.
 - d) The Society, with the use of an Adoption Officer, assists in matching up pets and prospective owners by maintaining a “Pet Registry”, for members of the public who wish to place their animals up for adoption, or are looking for a family pet.

4. Spay/Neuter and Financial Assistance Programs:
 - a) In order to help control pet overpopulation in the community, and when funds are available, the NOAWS offers spay/neuter subsidies or loans to low income families and individuals.
 - b) When funds are available, the society also provides financial assistance (in the form of loans or subsidies) to low income families and individuals, and to senior citizens, as it pertains to food, medical care and shelter for their pets.

ARTICLE 3: BOARD OF DIRECTORS

1. The Board of Directors is composed of the President, Vice-President, Secretary, Treasurer and Chief Adoptions Officer.
2. All officers of the Board are elected annually by vote of the membership. (See Article 4 – Elections)
3. The Board is responsible for setting the general policies of the organization and for clarifying policies and procedures for members.
4. The Board is responsible for suggesting additions or deletions to the organization's by-laws
5. The Board is responsible for appointing trustees as needed to perform various specific roles as directed by the board.
6. The Board shall also appoint a Chairperson of the Board. The Chairperson shall be responsible for conducting the meetings in a formal and expeditious manner.
7. Board meetings shall be called by the Board of Directors as needed, but at least annually.

ARTICLE 4: ELECTIONS

Definitions:

Active Member: A member that attends at least 50% of membership meetings

Member in Good Standing: Members that have paid their annual memberships and participate actively in fundraising and volunteer activities (at least 5 hours per year)

1. Elected positions include all members of the board: President, Vice-President, Secretary, Treasurer and Chief Adoptions Officer
2. There shall be a verbal nomination and a verbal second.
3. The individual so nominated shall be given the choice to accept or decline the nomination.
4. Active members that in good standing are eligible to cast one vote. That vote must be cast in person.
5. A secret ballot vote will be cast and the majority will rule.
6. **President:**
 - a) The position of President is open to members of the board that have held any position on the board for a minimum of 1 year.
7. **Vice-President, Secretary and Treasurer:**
 - a) The positions of Vice-President, Secretary and Treasurer are open to all active members that are in “good standing”
8. **Chief Adoptions Officer**
 - a) The position of Chief Adoptions Officer is open to past members of the board that have held a position on the board for a minimum of 1 year, or that have been past trustees of the board, specifically assigned to adoptions or fostering duties, for a minimum of 1 year.

ARTICLE 5: BOARD DUTIES

1. Elected Positions:
 - a) The **President** is responsible for providing overall direction to NOAWS. The President conducts membership meetings as needed.
 - b) The **Vice-President** conducts all business of the organization in the absence of the President.
 - c) The **Secretary** records minutes of all meetings and distributes them to the members. The Secretary records attendance at meetings.
 - d) The **Treasurer** is responsible for the finances of the organization. This includes collection of dues, payment of bills and reimbursement of members for expenses incurred in volunteer/rescue work. The Treasurer prepares a monthly financial statement, showing income and expenses, which should be presented at each general membership meeting. The Treasurer also prepares an annual financial report and Charitable status tax report for submission to the federal government.
 - e) The **Chief Adoptions Officer** is responsible for overseeing the activities of the Foster home and Adoptions Coordinators. The Chief Adoptions officer is consulted in all cases of intake and adoptions. The Chief Adoptions Officer completes the final adoption agreements with new adopters and ensures that all terms and conditions are understood by all parties. The Chief Adoptions Officer maintains final records of all animals that have been adopted (adoption application, intake form and adoption agreement). The Chief Adoptions Officer shall bring critical matters regarding foster animals and adoptions to the attention of the board members. The Chief Adoptions officer is consulted in cases of applications for new foster homes, and completes foster home agreements with new foster homes, and ensures that terms and conditions of being a NOAWS foster home is understood by all parties.
2. Appointed Positions (Trustees)
 - a) The Trustees duties shall be set forth by the Board of Directors. Normally, these positions will be:
 - Adoption Coordinator
 - Foster Home Coordinator
 - Fundraising Coordinator
 - Website/PR Coordinator
 - Volunteer Coordinator

However, the Board of Directors may create or dissolve the Trustee positions as needed.

ARTICLE 6: APPOINTED POSITIONS (TRUSTEES) DUTIES

1. **Adoption Coordinator (AC):** receives applications from persons wishing to adopt an animal; The AC contacts those persons whose applications indicate they might be a good home and discusses the animals currently available; completes the required application forms for adoption; interviews applicants to ascertain the quality of the home. The AC also explains terms and conditions of adoption to the potential adopter; if a potential match is found, the AC contacts the Chief Adoptions Officer for consultation regarding the potential home; if approval is mutually agreed to, the AC contacts the foster home caring for the particular animal and supplies them with the name and phone number of the potential adopter for the purpose of setting up an initial meeting at the convenience of the Foster Home volunteer; the AC ensures that appropriate adoption documentation is completed with the Chief Adoptions Officer. The AC maintains a Pet Registry for persons wishing to rehome their animals. The AC actively advertises for new homes for animals, and organizes Adoption Days.
2. **Foster Home Coordinator (FC):** contacts all foster homes to assess the progress of the rescue animals; provides assistance and guidance to the foster home in caring for the animal; maintains contact with the Adoption Coordinator and Chief Adoptions Officer. The FC also receives phone calls and contacts individuals who wish to place an animal into the rescue program; obtains medical and behavioral history on the animal; completes the animal intake forms; and consults with the Chief Adoptions Officer on all intakes prior to taking in the animal. The Foster home coordinator also actively recruits new foster homes and completes foster home questionnaires; potential new foster homes are discussed with the Chief adoptions officer.
3. **Fundraising Coordinator (FC):** Plans fundraisers, communicates with the board on ideas, researches grants available and applies for grants, distributes cash collection boxes, coordinates fundraising activities with other volunteers on the fundraising committee.
4. **Website/PR Coordinator (WC):** Provides updates for the website to the webmaster, plans and coordinates public appearances; actively recruits new members
5. **Volunteer Coordinator (VC):** Coordinates volunteers and refers them to appropriate committees; coordinates volunteers for fundraising events; actively recruits new volunteers.

ARTICLE 7: MEMBERSHIP IN NOAWS

1. Membership to the Northern Ontario Animal Welfare Society is open to all persons interested in the NOAWS objectives and mission, that have never been convicted of animal cruelty or neglect.
2. There are two types of membership:
 - a) Active members – persons that have paid yearly dues and attend a minimum of 50% of meetings and have donated a minimum of 5 hours of volunteer time per year. (voting privileges)
 - b) Supporting Members – persons who have paid yearly dues (no voting privileges)
3. Dues to the organization shall be as follows:
 - a) \$5.00 for individual membership
 - b) \$10.00 for family membership (2 adults and unlimited children)

and shall be paid annually. Dues are paid at the time of joining, and on January 1st of every successive year.

4. Meetings of the membership:
 - a) Regular membership meetings – The membership meetings shall be called by the President or Chairman of the board, and shall take place on a monthly basis as a minimum. Meetings will be announced to the membership a minimum of 1 week in advance of the meeting.
 - b) Annual meetings – The annual meeting shall be held once during each calendar year, typically in February. The date, time and location shall be determined by the Board of Directors. Annual meetings are open to non-members that are interested becoming NOAWS members. Annual meetings will be announced to the public via the media.

ARTICLE 8:RESCUE POLICY

1. NOAWS will **not** actively seek to bring animals into the rescue program from sources such as:
 - a) Pet Stores
 - b) Other rescue organizations
 - c) Municipal dog pounds
 - d) Newspaper advertisements
 - e) Any other sources other than specified in clause 2 of this article.

2. Priority for rescue is given to animals as follows:
 - a) Animals that have been turned over by the OPP as cruelty/neglect cases
 - b) Animals that have been referred to NOAWS by the Iroquois Falls Animal Hospital chief veterinarian
 - c) Animals that have been abandoned
 - d) Animals that were previously adopted from NOAWS

3. NOAWS will consider the following for rescue – consultation with the Chief Adoption Officer is **required** prior to accepting an animal for rescue in the following instances:
 - a) Animals from municipal dog pounds
 - b) Animals from other rescues
 - c) Animals referred by members of the Iroquois Falls Animal Hospital or any other animal hospital staff (other than the chief Veterinarian)
 - d) Cases where owners are threatening the animal
 - e) Cases where temporary care is required (prison, women’s shelter, moving, etc)



4. NOAWS will **not** accept as a rescue the following cases:
 - a) Any animal that is owned and safe in its current home (ie. owner wants to rehome the animal)
 - b) Any animal that has a history of biting a human or unprovoked aggression towards other animals
 - c) Litters of pups or kittens from owners that have a history of breeding their animal.

ARTICLE 9: ANIMAL INTAKE PROCEDURES

1. The Foster Home Coordinator accepts telephone calls and inquiries regarding all animals that are candidates for rescue.
2. The Foster Home Coordinator refers to Article 8 – Rescue Policies to determine the eligibility of an animal for rescue, and consults with the Chief Adoptions Coordinator in all cases prior to accepting an animal into the foster home program
3. In the event of a dispute (between the Foster Home Coordinator and Chief Adoptions Officer) regarding the eligibility of animal for rescue, at least 1 member of the board will be consulted for approval/rejection of the animal into the program.
4. The Foster Home coordinator completes the Animal Intake Form (Appendix 1) for all animals.
5. The Foster Home coordinator places the animal in the appropriate foster home, and ensures that the foster home has adequate food, supplies and information to care for the animal appropriately. Should a foster home not be available, and intake is critical, the Foster Home Coordinator will approach the Chief Adoptions Officer and the Board of Directors for instructions. If funding is approved, boarding may be an option.
6. The Foster Home Coordinator ensures that the animal is seen by a veterinarian as soon as possible for a preliminary check up and vaccines. (Note that all expenses must be in accordance with Article 14 – Financial Policy, and that all expenditures require board approval).
7. The Foster Home Coordinator informs the Adoption Coordinator of the new animal in care, and provides all required information to the Adoption Coordinator regarding the animal.
8. The Foster Home Coordinator will inform the webmaster of a new addition to the foster home program, and will ensure that the pertinent information, along with photo, is provided to the webmaster for timely additions to the website.



ARTICLE 10: FOSTER HOME POLICIES AND PROCEDURES

The Northern Ontario Animal Welfare Society (NOAWS) fully supports their foster homes. In order to assure the well being of the animals in it's care, as well as the satisfaction of the "fostering family" NOAWS requires that the "primary caregiver" in each foster home ensure that the following policies are in place in the foster home.¹

1. Foster Home Agreement

- a) All volunteers wishing to become foster homes will complete a foster home questionnaire (See Appendix 2). It is the responsibility of the Foster home coordinator to conduct the interview and complete foster home questionnaires
- b) The **Foster home coordinator** will also conduct a home visit as part of the pre-acceptance into the foster home volunteer program. The observations from the visit will be noted on the foster home questionnaire.
- c) All completed foster home questionnaires will be reviewed with the **Chief Adoptions Officer**. In the event of a dispute (between the foster home coordinator and the Chief Adoptions Officer) regarding the acceptance or rejection of a new foster home, the Board of Directors will be consulted.
- d) Upon acceptance as a new foster home volunteer, the **Chief Adoptions Officer** will notify the new foster home, and will ensure that all terms and conditions of being a foster home (as outlined herein) will be communicated and understood by the new foster home. The Chief Adoptions Officer will ensure that the foster home signs a foster home agreement stating that they will adhere to the terms and conditions of foster care (See Appendix 3).
- e) The completed foster home questionnaires, information related to foster homes and foster home agreements will be kept as records by the **Foster Home Coordinator**.

2. NOAWS Support

- a) The Northern Ontario Animal Welfare Society will provide every Foster Home with:
 - Basic training tips
 - Literature on behavior, etc...
 - Medical Care for NOAWS foster animals (include. spaying and neutering, vaccinations)
- b) NOAWS will make all efforts, when funds are available, to provide the following:
 - Food
 - Supplies such as collars, leashes, tie out chains, litter pans, cat litter

¹ * *NOAWS reserves the right to visit a foster home at any time*

***No abuse or neglect of any kind will be tolerated by the NOAWS -- any reports of abuse or neglect by Foster Homes will be investigated by the OPP and NOAWS, which may result in charges being laid, and immediate termination of any association with the Northern Ontario Animal Welfare Society.*



- - Dog houses
 - Dog/cat carriers or “crates”
 - Toys
- c) Since funds are not always available, foster homes should be prepared to support foster animals financially with items stated in part b. In cases where the foster home has purchased supplies and have not been reimbursed for these purchases, these supplies remain the property of the foster home

2. Care of Foster animals – Dogs:

- a) No more than 3 adult foster dogs will be placed in a single foster home. NOAWS reserves the right to further limit the placement of foster dogs in homes that contain other animals. In order to ensure the health and well being of all animals in foster homes, the total animal population will be considered, as well as the size of the home and yard, in determining the number of animals placed in a home. (Note: local municipal bylaws notwithstanding – local regulations must always take precedence over NOAWS policies)
- b) Dogs must not be allowed to roam -- while outside, dogs will be either kept on a “tie-out” chain of sufficient length or in a kennel of sufficient area, with adequate shelter.
- c) Sufficient shelter from the elements must be provided to dogs at all times. (From the heat of the sun in summer months and from the cold in winter months)
- d) Fresh, clean water must be supplied to dogs when outdoors
- e) Dogs are to be fed proper dog food, as required (if necessary, in consultation with NOAWS and/or the consulting veterinarian.) (eg. Puppy food for dogs under 8 months of age, adult formula for adult dogs).
- f) Foster homes will provide socialization (grooming, handling, love and affection)
- g) Foster homes will provide sufficient exercise, daily
- h) Foster homes will provide notification to NOAWS when medical care is needed as soon as possible after a medical problem is detected.

3. Care of Foster Animals – Cats

- a) No more than 5 adult foster cats will be placed in a single foster home. NOAWS reserves the right to limit the placement of foster cats in homes that contain other animals. In order to ensure the health and well being of all animals in foster homes, the total animal population will be considered in determining the number of animals placed in a home. (Note: local municipal bylaws notwithstanding – local regulations must always take precedence over NOAWS policies)



NOAWS BY-LAWS

- b) Cats must not be allowed to roam, and **must be kept indoors at all times** (for their own safety and well being), except in the case where a suitable outdoor cat enclosure has been provided.
- c) Cats must be fed proper cat food as required, if necessary in consultation with NOAWS and/or the consulting veterinarian.
- d) Fresh water must be supplied at all times.
- e) The cat litter pan must be kept clean and accessible at all times. An adequate number of cat litter boxes must be provided.
- f) Foster homes will provide socialization (grooming, handling, love and affection)

4. General Conditions for Foster Homes

- a) The primary care-giver must be 18 yrs. of age or have written consent of parent or guardian - the parent/guardian having been provided a copy of these policies/procedures.
- b) The primary care-giver must ensure the safety of the animal at all times (provide supervision in the presence of children, other pets; restrain from roaming, etc...)
- c) NOAWS does not assume responsibility for damage to personal property caused by animals in foster care.

5. Intake and Release of Foster Animals

- a) Foster homes shall not take dogs or cats into foster care without the prior express consent of the Chief Adoptions Officer, through the Foster Home Co-ordinator. The Foster home co-ordinator must consult with the Chief Adoptions Officer prior to accepting a new animal into foster care. (ie. See Article 9 – Intake Procedures)
- b) Foster homes shall not release animals (ie. give them up for adoption, sell, euthanize or otherwise remove them from their home) without the express written consent of the Chief Adoptions Officer (in accordance with Articles 11 (Adoptions) and 13 (Euthanasia) of these by-laws).
- c) If at any time, foster homes can no longer care for NOAWS animals, the care-giver must notify the foster home co-ordinator as soon as reasonably possible. Due to the limited number of available foster homes, it may not always be possible to remove foster animals from the home immediately. Foster homes are expected to provide continued care, in adherence with these policies, until alternate arrangements have been made for the care of the animals by NOAWS or with NOAWS approval.
 - d) If foster homes are deemed delinquent in their care, as set out in the NOAWS bylaws, the said animal must be relinquished to NOAWS upon request.

5. Medical Care of Foster Animals



NOAWS BY-LAWS

- a) Any health or behavioural problems that may be health related must be reported to the foster home coordinator as soon as they are detected.
- b) The Foster home Coordinator will instruct the foster home regarding hospital visits, and the foster home is responsible for making and keeping appointments made at the animal hospital, or be liable for a non-cancellation fee.
- c) Foster homes may be required, from time to time, to bring their foster pet into the Iroquois Falls Animal Hospital (for scheduled surgery, vaccinations, checkups, emergencies, etc..). All attempts will be made to accommodate the foster home with regards to convenient dates and times of such appointments.
- d) Due to the reduced rate provided to NOAWS for rescued animals, the time of the veterinarian is to be respected. Any questions related to the health of the animal must be provided to the Chief Adoptions Officer, who will consolidate questions and approach the veterinarian when time allows. Only critical questions are to be asked to the veterinarian at the time of the visit. The foster home shall spend a minimum amount of time at the Iroquois Falls Animal Hospital, and shall not call the veterinarian concerning a foster animal.
- e) Since the primary mandate of NOAWS is to reduce the problem of pet overpopulation in our communities, care-givers must **ensure** that un-spayed/neutered animals are not permitted to breed. NOAWS will **not** be responsible for puppies or kittens that are a result of foster animals breeding with each other or with animals owned by the foster home. It is the responsibility of the foster home to ensure that breeding of animals does **not** take place. Animals will be prioritised for spay/neuter based on their circumstances and the risk of breeding, and available funds, and always in consultation with the Chief Adoptions Officer.
- f) In the event of a medical emergency, foster home care-givers shall notify the approved NOAWS consulting veterinarian² as soon as possible, and then proceed to notify the foster home co-ordinator as soon as reasonably possible of the emergency.
- g) In order to ensure the health and well-being of all animals present in a foster home, all foster home-owned animals must be vaccinated and free of communicable disease. Foster home care-givers must notify the foster home co-ordinator if there is suspicion of illness within the animal population in the foster home.

² Information on the NOAWS consulting veterinarian, along with emergency numbers, will be provided to all foster homes.



1. Screening and Approval of Potential New Owners

- (a) All potential new owners will be required to answer questions outlined the “NOAWS Adoption Questionnaire” (See Appendix 4) prior to adopting a NOAWS Foster animal
- (b) The Adoption Questionnaire will be completed by NOAWS **Adoption Coordinator**. In most cases, a home visit is also required prior to approving an adoption.
- (c) Applications may be declined for, but not limited to, any yes answer to the following questions:
 - Applicant indicates a plan to breed the animal
 - Applicant indicates a plan to declaw the animal
 - Applicant refuses to sign the adoption agreement
 - Applicant refuses to spay or neuter
 - Applicant misrepresents information on the application
 - Application indicates the animal will be allowed to run free
 - Applicant’s veterinarian indicates a history of poor care for other animals
 - Applicant has a history of relinquishing other pets
 - Applicant owns other animals that have been allowed to breed or are not spayed/neutered
- (d) The **Adoption Coordinator** will review the adoption questionnaire with **the Chief Adoptions Officer** prior to approving an adoption. In the case of any dispute between the Adoption Coordinator and Chief Adoptions Officer (as to acceptance or rejection of an adoption) the board of directors will be consulted.
- (e) Upon approval of adoption, the **Chief Adoptions Officer** will contact the adopter and :
 - ensure that the new adopting family is aware of all of the conditions of the “Adoption Agreement”, as well as adoption fees.
 - advise all potential new owners of the requirement to obtain a municipal tag for their animal.
- (f) The **Chief Adoptions Officer** will complete an “Adoption Agreement” with the new owner, and will ensure that it is by the new owner. (See Appendix 5). The **Chief Adoptions Officer** will retain 1 copy of the agreement and will ensure that the new owner receives a copy of the adoption agreement.
- (g) Upon pickup of the animal, the **Adoption Coordinator** will ensure that the new owner will be provided with any medical records or tags that belong to the animal, and that all behavioural/health information will be passed on to the new owner.
- (h) The **Chief Adoptions Officer** will keep records of all adoptions once they are finalized, and will attach these to the intake forms for the animal, adoption questionnaires and any other information pertinent to the particular animal and adoptive home.



2. Adoption Fees

a) The following adoption fee schedule will apply:

- Cats or kittens – unaltered : \$25.00
- Cats or kittens – spayed or neutered: \$50.00
- Dogs or puppies – unaltered: \$35.00
- Dogs or puppies – spayed or neutered: \$75.00

b) Adoption fees include:

- Any medical care the animal has received prior to adoption
- 25% off spay/neuter voucher (in the case of an unaltered animal) (See Appendix 6)

3. Waiving of adoption Fees:

The adoption fees may be waived or adjusted with the approval of the Chief Adoptions Officer and 1 other Member of the Executive Committee in the following circumstances:

- a) If the animal will require medicine or treatment, other than the ordinary or customary, for the remainder of it's life
- b) If the animal has a physical deformity
- c) If the animal is elderly
- d) If more than 1 animal is adopted to the same home
- e) Any other special conditions approved by the majority of the board



ARTICLE 12: RETURNING A PREVIOUSLY ADOPTED ANIMAL

1. If, through the follow-up process or telephone call from the owner, NOAWS is made aware that an animal previously adopted should come back into the care of NOAWS, intake procedures shall be followed as outlined in the Intake section (Article 9) of these bylaws.
2. NOAWS will not accept an animal back into the program because the owner cannot emotionally deal with euthanasia.
3. If an animal has been found to have behaviour problems, the owner will be counseled as to possible steps to take.
4. If NOAWS learns that an owner has violated the Terms and Conditions of Adoption, as worded in the adoption contract, the Board of Directors will review the case and make a decision regarding reclaiming the animal.
5. All correspondence must be done in writing. Verbal discussions with owners must be documented.



ARTICLE 13: EUTHANASIA POLICY

The euthanasia of animals has been acknowledged by most animal-protection organizations as an acceptable means for alleviating or preventing suffering. However, the euthanasia of any animal involves a difficult choice, requiring that each case be evaluated on an individual basis.

1. NOAWS is a “no-kill” organization, to the best of the ability of the organization.
2. NOAWS will NOT euthanize animals that are adoptable or treatable, as defined below:
 - a) **Adoptable** animals are those animals that, at or subsequent to the time the animal is impounded or otherwise taken into possession, have manifested no sign of a behavioral or temperamental defect that could pose a health or safety risk or otherwise make the animal unsuitable for placement as a pet, and have manifested no sign of disease, injury, or congenital or hereditary condition that adversely affect the animal's health in the future.
 - b) A **treatable** animal is any animal that is not adoptable but that could become adoptable with reasonable efforts.
3. NOAWS will euthanize only “**non-rehabilitatable**” animals under the recommendation of a veterinarian. **Non-rehabilitatable** animals are neither adoptable nor treatable. They include
 - a) Cats and dogs for whom euthanasia is the most humane alternative due to disease, injury or suffering that can't be alleviated;
 - b) Cats and dogs, the placement of whom would constitute a danger to the public;
 - c) Cats and dogs who pose a public health hazard.
4. The decision to euthanize animals is made by a minimum of 3 persons, including the Chief Adoptions Officer and 1 other member of the board, in conjunction with a veterinarian.

NOAWS believes the most effective way to affect pet overpopulation is through aggressive spay/neuter and education efforts. Euthanizing adoptable or treatable animals is not a long-term, effective method of solving the overpopulation problem.



ARTICLE 14: FINANCIAL POLICY

1. All expenditures require the approval of the Board of Directors, including medical procedures.
2. The treasurer will pay all veterinary invoices promptly.
3. Long distance telephone calls will be reimbursed on a limited basis. Certain volunteer positions, as determined by the Board of Directors, will have all documented rescue calls reimbursed on a monthly basis, or as funds are available.
4. All requests for personal reimbursement shall be made on a "Request for Reimbursement Form" (Appendix 7). The original receipt will be attached and the form must be approved by at least 2 members of the board.



ARTICLE 15:EXPENDITURE PRIORITIES

1. Expenses are prioritized as follows:
 - a) Veterinary Care
 - b) Food and supplies for foster homes
 - c) Boarding of animals for which no foster home is available
 - d) Miscellaneous expenses including, but not limited to: phone calls, postage, equipment purchases, mileage expenses
 - e) Capital projects (eg. Shelter fund)
2. All veterinary services must be authorized by the Chief Adoptions Officer and at least 1 member of the Board of Directors before they are incurred.
3. In the event of an emergency medical procedure, the authorization of the Chief Adoptions Officer OR 1 member of the Board, with the consent of the veterinarian, is required.
4. Reimbursement for food, supplies, phone calls, postage, mileage, etc... cannot be guaranteed. Every effort will be made to reimburse out of pocket expenses as soon as possible.



ARTICLE 16: AMENDMENTS

1. The NOAWS By-laws may be altered, amended or repealed by a majority vote of the members present and voting at a membership meeting of the organization. Notification of the membership will be made by mail or email of any proposed changes to these By-laws at least 15 days in advance of the membership meeting.

2. The Executive Committee may also propose changes or additions to these By-laws by a majority vote. The Board must then notify the membership in writing prior to the next membership meeting of said proposed changes or additions. A majority vote of the members in attendance shall be needed to approve any changes or additions.



ARTICLE 17: RECORD KEEPING

The following matrix summarized records owners, and where records are to reside:

Record Name	Purpose/Description	Owner	Comments
Adoption Applications (Questionnaires)	To assess the potential adopter	Adoption Coordinator	Goes to Chief Adoption Officer when adoption complete – to be filed with copy of adoption agreement and animal intake forms
Adoption Agreements	Contract and conditions of adoption	Chief Adoption Officer	Filed with completed intake forms, adoption application
Animal Intake Forms - Blanks	To collect preliminary information re: animal –	Foster Home coordinator	
Animal Intake/Information Forms – Completed	Contains information on animals	Foster Home Coordinator	Copy to Adoption Coordinator
Foster Home Applications	To assess foster homes	Foster home coordinator	Stays with foster home coordinator
List of foster homes	Complete list of foster homes, with contact numbers and animals in their care	Foster home coordinator	Up to date copy with Adoption Coordinator
Foster Home Agreements	Contract and conditions for fosterhomes	Foster home coordinator	Copy to foster home
List of animals for adoption	Up to date list of animals in foster care	Adoption Coordinator	
Records of Reimbursement and receipts	All records and receipts associated with expenses reimbursed to volunteers	Treasurer	



Appendix 1 – Animal Intake Form
Northern Ontario Animal Welfare Society

NOAWS Ref No. _____

Foster Animal Intake Form

ADOPTED ○
EUTHANISED ○

Name of Animal: _____
 Feline Canine Other: _____

Receipt information:
Date Animal Received: _____ Received/Approved by: _____
Date NOAWS Adoption Coordinator
Circumstances of receipt (How NOAWS came to have this animal):
 Found _____ by _____
location name of person, phone #
 Turned over by owner _____
name phone number
Reasons: _____
for giving pet up to NOAWS care
 Other: _____

Description:
Primary Breed: _____ Secondary Breed: _____
Sex: Female Spayed Male Neutered
Age: _____ Weight: _____ Color(s): _____
Coat: _____
Distinguishing Features: _____
Personality: _____

Medical History:
Vaccinated: _____ De-wormed: _____
date date
Altered: _____ Animal Clinic: IFAH other: _____
date
Euthanized: _____ Reasons: behaviour : _____
date health: _____
 other: _____
Other Medical Information: _____



Appendix 2 – Foster Home Questionnaire

The Northern Ontario Animal Welfare
Society

Foster Home Questionnaire

Date: _____ Completed by: _____

Name of Primary Caregiver: _____
Address: _____
Telephone Number(s): _____ (home) _____ (business)

1. Do you presently have pets in your home?

<i>Dog or Cat, Breed</i>	<i>Age</i>	<i>Sex</i>	<i>Spayed/ Neutered</i>	<i>Up-to-date Vaccinations</i>
1.			Y or N	Y or N
2.			Y or N	Y or N
3.			Y or N	Y or N
4.			Y or N	Y or N
5.			Y or N	Y or N
6.			Y or N	Y or N
7.			Y or N	Y or N

2. Do you have children in your home? What are their ages? _____

Foster Home Questionnaire

3. How many hours/day are you away from home? _____

4. Have you ever “fostered” a homeless pet before? With what organization? _____

5. Have you had experience training animals? (ie. house training, basic commands for dogs, etc...) _____

6. Are you willing to provide basic training to foster animals? _____

7. Are you willing to work with / foster animals with special needs (behavioural or physical)? _____

8. What type of pet would you be willing to foster?

<p><u>Dog(s):</u> Puppy(<5 months) <input type="checkbox"/> “Adolescent” (5 - 10 months) <input type="checkbox"/> Adult (> 10 months) <input type="checkbox"/> Large <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> Orphan (<6 weeks) <input type="checkbox"/> Are you willing to foster an “intact” dog? (unspayed/unneutered) Yes <input type="checkbox"/> No <input type="checkbox"/> Maximum Number (at one time): _____ Other Comments: _____ _____</p>
--

<p><u>Cat(s):</u> Kitten(<5 months) <input type="checkbox"/> “Adolescent” (5 - 10 months) <input type="checkbox"/> Adult (> 10 months) <input type="checkbox"/> Orphan (<6 weeks) <input type="checkbox"/> Are you willing to foster an “intact” cat? (unspayed/unneutered) Yes <input type="checkbox"/> No <input type="checkbox"/> Maximum Number (at one time): _____ Other Comments: _____ _____</p>

Foster Home Questionnaire

9. Do you have any constraints on the amount of time an animal can remain in your home? *(ie. are you willing to foster an animal for an extended period of time, if a permanent home cannot be found immediately?)*³ _____

10. Do you have the proper supplies/facilities to help support a foster dog or cat? *(ie. dog house, litter box, tie out chains, etc...)* What would you like NOAWS to supply?⁴ _____

HOME VISIT: (Required prior to approval)

Conducted on: _____

Conducted by: _____

Notes: _____

³ NOAWS cannot guarantee that a permanent home will be found for a foster animal in a short period of time. Situations vary, depending on the breed, size, age, etc... of the pet.

⁴ Based on funding available, the NOAWS may or may not be capable of supplying food or other supplies to foster homes. All medical care costs for approved NOAWS foster animals will be the responsibility of NOAWS.

Foster Home Questionnaire

- **NOTE TO FOSTERHOME COORDINATOR: ENSURE THAT ALL RULES AND REGULATIONS CONCERNING FOSTERING ARE CLEAR TO ALL APPLICANTS.**
- **REVIEW FOSTER HOME POLICIES, AND FOSTER HOME AGREEMENT.**

Appendix 3 – Foster Home Agreement



The Northern Ontario Animal Welfare Society

FOSTER HOME AGREEMENT

PLEASE INITIAL EACH LINE:

_____ I have read and understood the terms and conditions of foster care for NOAWS foster animals.

_____ I agree to contact The Northern Ontario Animal Welfare Society if any NOAWS foster animals are missing.

_____ I agree to contact NOAWS when medical care is needed as soon as possible after a medical problem is detected

_____ I agree that I will not allow foster dogs or cats to roam free outdoors.

_____ At no time will I surrender this foster animal to a Municipal Pound or other agency, without the express consent or direction from NOAWS Board members.

_____ I understand that I shall not release animals (ie. for adoption, sell, euthanize or otherwise remove from my home) without the express consent of the Foster Home co-ordinator and/or Chief Adoptions Officer.

_____ I agree that I will not take in dogs or cats for foster care without the prior express consent of the Foster Home coordinator.

_____ In the event that no alternate foster homes are available to house foster animals, I agree to house or safely board the pet(s) until such time as the space becomes available.

_____ I understand and agree that The Northern Ontario Animal Welfare Society can check up on my foster animal by telephone or visitation. I also agree that The Northern Ontario Animal Welfare Society can remove any foster animal(s) if they are not being properly cared for.

_____ I understand that it is my responsibility to ensure that all unspayed/neutered animals in my care are not allowed to breed, and that NOAWS is **not** responsible for kittens or puppies that are a result of foster animals breeding with each other or with animals owned by the foster home.

_____ I understand that NOAWS does not assume responsibility for damage to personal property caused by animals in foster care.

_____ I understand that it is my responsibility to ensure that my personally owned animals are vaccinated and free of communicable disease, and that NOAWS will provide for medical costs associated with vaccinating and spaying/neutering of foster animals, based on priorities within the foster home program.

_____ I understand that NOAWS will attempt to provide food and other supplies as much as funds allow, but that, on occasion, such supplies will not be available. In these circumstances, I understand that I will be responsible for providing adequate food and supplies for all foster animals in my care.

_____ I understand that I must complete a "Request for Reimbursement" form to claim any expenses related to foster animals in my care, and that these requests are subject to approval from the NOAWS board of Directors.

_____ I have received a copy of this agreement and fully understand and agree to my obligations to The Northern Ontario Animal Welfare Society and foster animals in my care.

Foster Home Caregiver* Signature

date

NOAWS Foster Home Coordinator Signature

date

NOAWS Chief Adoptions Officer Signature

date



PET ADOPTION QUESTIONNAIRE

Name: _____
 Address: _____
 Telephone: (home): _____ (work): _____ (other): _____

Looking to adopt Dog Cat Other: _____
 Description of desired pet (age, size, name if applicable):

A. General Information:

1. Are you over 18 years? Yes No Do you live with your parents? Yes No
2. Are you adopting a pet for: yourself?, family , someone else? _____
3. Is your dwelling: house ; country home/farm; townhouse/condo; apt. Please state size of backyard: _____
4. Do you own your own home? Yes No If No, does your building allow pets? Please give the name and telephone number of landlord/management company: _____

5. Do you plan to move in the near future? Yes No If Yes, what will you do with your pet?

6. If this pet has not already been altered, do you plan to have this pet spayed/neutered? Yes No If No, why not? (*Describe NOAWS policy re: requirement for spay/neuter, and discount offered by the vet. Also, potential for providing loan for this procedure) _____

7. Please check the following reasons for adopting at this time:
 to bark at strangers ; watchdog ; hunting ; breeding ; barn cat/mouser; family pet/companion ; guard dog for business
8. Are there any children in the household? Yes No Ages: _____
9. Is there a history of allergies in the immediate family? Yes No
10. Is there a history of asthma in the immediate family? Yes No Have your family members with asthma been exposed to animals before? Yes No
11. Is everyone at home aware of the adoption of this pet? Yes No
12. On average, how many hours a day do you have to spend with your pet? _____

Appendix 4 – Adoption Questionnaire

13. When you go on holidays, what accommodations will be made for your pet? _____

14. Have you ever adopted a pet from The Northern Ont. Animal Welfare Soc. or any other humane society before? Yes No What happened to this pet? _____

15. How many pets have you had in the past 5 years? _____

16. Do you have any pets in the household at this moment? Yes No

What types? _____ Ages _____

17. Are your pets vaccines up to date? Yes No Are they spayed/neutered? Yes No

18. Would you object to a representative of The Northern Ont. Animal Welfare Soc. inspecting your home prior to or after adoption? Yes No

19. If yes, why? _____

20. What type of animal would you like to adopt? Dog Cat (*go to appropriate section – A. Dog or B. Cat*)

A. DOGS:

1. Do you have any experience housetraining a dog? Yes No

2. How will you handle: chewing, scratching, digging, jumping, or destructive behaviour? _____

3. Where do you intend to leave your pet during the day, when you are not at home? _____

_____ If you intend to leave him outside, do you have: insulated dog house; running chain; fenced-in yard or pen

4. Will you take him for walks? Yes No How many? _____

5. Do you have any experience with dog obedience training? Yes No



Appendix 5 – Adoption Agreement

The Northern Ontario Animal
Welfare Society

ADOPTION AGREEMENT

_____	_____
PET'S NAME	ADOPTION DATE

PRINT THIS INFORMATION:

Breed/Type of animal: _____

Guardian Information:

Name: _____

Male Female Neutered/Spayed

Address: _____

Est. Age: _____ Est. Wt.: _____ Color: _____

Comments: _____

Phone #: (home) _____

(bus.) : _____

PLEASE INITIAL EACH LINE:

_____ I acknowledge full responsibility immediately upon adoption of the animal described above and will not hold The Northern Ontario Animal Welfare Society responsible for any actions or illness of the said animal.

_____ I agree to contact The Northern Ontario Animal Welfare Society if my pet is missing.

_____ I agree to care for my pet in a responsible manner. I agree that my new dog shall have food, water and adequate shelter at all times, and/or that my new cat shall remain indoors at all times.

_____ I agree to spay or neuter and vaccinate this pet as required.

_____ I agree to not declaw this pet.

_____ At no time will I surrender this pet to a Municipal Pound or other agency. I also agree to “bail my pet out” when needed.

_____ I will, under no circumstances, resell or give this pet away without written consent from The Northern Ontario Animal Welfare Society. Should circumstances arise whereby I can no-longer maintain my guardianship, I agree to contact the Northern Ontario Animal Welfare Society. I also understand that the Northern Ontario Animal Welfare Society reserves the right to retain my adoption fee.

_____ In the event that no foster homes are available to house my returning pet, I agree to house or safely board my pet until such time as the space becomes available. I also understand that boarding fees are my responsibility.

_____ I agree that, if I return this pet unannounced for any reason, or abandon this pet anywhere, a \$50.00 surrender fee will be charged to care for my pet. I also understand that pound fees will be charged in addition to the \$50.00 surrender fee in the event my pet is picked up by Animal Control and The Northern Ontario Animal Welfare Society chooses to “bail out” my pet. (Legal action may or may not be taken).

_____ I am aware that the Town of Iroquois Falls has by-laws governing the ownership of domestic animals within the community, and that purchasing a tag for my new cat or dog is my responsibility.

_____ I understand and agree that The Northern Ontario Animal Welfare Society can check up on my pet by telephone or visitation. I also agree that The Northern Ontario Animal Welfare Society can remove my pet if it is not being properly cared for.

_____ I have received a copy of this agreement and fully understand and agree to my obligations to The Northern Ontario Animal Welfare Society and my pet(s).

Guardian signature*

date

NOAWS Chief Adoptions Officer or Board Member

date

Appendix 6 – Spay/Neuter Discount Voucher



**Northern Ontario Animal Welfare Society
Spay/Neuter Discount Voucher**

**VOID WITH
DECLAW
PROCEDURE**

Present this voucher to the Iroquois Falls Animal Hospital to receive

25% OFF Spay or Neuter Operation
for

Name of animal

Who was adopted from the Northern Ontario Animal Welfare Society on: _____
Date

Name of Pet Owner: _____ Signature of Pet Owner: _____

Approved by: _____ Date: _____ NOAWS Animal Ref. No.: _____
NOAWS Adoption Coordinator

To the Pet Owner:
In order to redeem this coupon, you may be asked to present proper identification

****This coupon is NON-Transferrable and must be validated by the Pet Owner who's name appears on the coupon.****

08/2001



Appendix 7 – Request for Reimbursement Form



Northern Ontario Animal Welfare Society
REQUEST FOR REIMBURSEMENT

Date of Request: _____ Name: _____

Date (or range of dates) of Expenditure(s): _____

Itemized Expenditures:

Item:	\$

Total: \$ _____

Signature: _____

Approved: _____
(Board Member 1)

Date: _____

(Board Member 2)

Date: _____

Funds disbursed: _____
Date

Signed: _____
NOAWS Treasurer

**Attach all ORIGINAL RECEIPTS*

**Long distance telephone calls will be reimbursed on a limited basis. Certain volunteer positions, as determined by the Board of Directors, will have all documented rescue calls reimbursed on a monthly basis, or as funds are available.*

**Reimbursement for food, supplies, phone calls, postage, mileage, etc... cannot be guaranteed. Every effort will be made to reimburse out of pocket expenses as soon as possible.*



The Northern Ontario Animal Welfare Society's

Constitution and By-Laws

Constitution and By-Laws

Adopted: February 27, 2002