



Governance Policy

MEANT 2B LOVED PET RESCUE SOCIETY

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Meant 2B Loved Pet Rescue Society

Governance Policy

1. Introduction:

- This document outlines the governance policies and procedures for Meant 2B Loved Pet Rescue Society.
- The Board of Directors and all affiliated individuals within the organization are volunteers.

2. Board Structure Options:

- The Board shall consist of a minimum of three (3) and a maximum of nine (9) directors.
- The Board of Directors includes:
 - President and Cat Team Lead,
 - Finance Director
 - Recording Secretary and Adoption Director
 - Director of Volunteers,
 - Director of Fundraising/Marketing

3. Conflict of Interest Policy:

- Directors, officers, and key volunteers shall always act in the best interest of the organization.
- Any potential conflict of interest must be disclosed to the Board and recorded in a Conflict of Interest Register as shown in Appendix A.
- The conflicted party shall abstain from voting on matters where a conflict exists.
- The Board shall regularly review and update the Conflict-of-Interest Policy.

4. Whistleblower Protection Policy:

- Meant 2B Loved Pet Rescue Society encourages the reporting of any unethical or illegal activities.
- Whistleblowers shall be protected from retaliation, and their identities shall be kept confidential to the extent permitted by law.
- An independent and confidential reporting mechanism shall be established.
- The Board shall appoint a designated individual or committee to handle whistleblower reports should it become necessary.

5. Documentation Retention/ Destruction Policy:

- Financial documents shall be retained for a period of at least 7 years, as required by law.
- Additional documents including meeting minutes, legal agreements, and personnel records shall be kept for a minimum of 3 years.
- The Board shall periodically review and update the documentation retention schedule.
- Documents beyond the retention period shall be securely destroyed to protect sensitive information.

6. Board Meetings and Decision-Making:

- The Board shall meet regularly, at least four times per year.
- Meetings may be conducted in person, virtually, or a combination of both.
- Decisions shall be made by a simple majority vote unless otherwise specified in the bylaws.
- Directors unable to attend a meeting may participate via electronic means.
- Board meetings with volunteers shall take place at least three times per year, either in person or electronically.

7. Financial Oversight:

- The Board shall ensure proper financial oversight, including regular review of financial statements and budgets.
- Financial transactions shall be conducted transparently and in accordance with applicable laws and regulations.

8. Board Succession Planning:

- The Board shall implement a succession plan to ensure the continuity of leadership.
- Identify potential candidates for Board positions and provide training and orientation for new directors.
- Establish procedures for the orderly transition of leadership roles.

9. Amendments to Governance Policy:

- This Governance Policy may be amended by a two-thirds majority vote of the Board.
- Proposed amendments shall be circulated to the Board at least 10 days prior to the meeting.

10. Review and Compliance:

- The Board shall regularly review and update this Governance Policy to ensure compliance with legal requirements and the evolving needs of the organization.
- All individuals associated with Meant 2B Loved Pet Rescue Society shall adhere to and be familiar with this Governance Policy.

11. Adoption of Governance Policy:

This Governance Policy is adopted by the Board of Directors on January 20, 2024. It shall take effect immediately.

APPENDIX A

Meant 2B Loved Pet Rescue Society Conflict of Interest Register - Example

Date	Name of Individual	Position	Nature of Conflict	Description of Conflict	Action Taken
2024-01-15	John Doe	Board Member	Financial Interest in Vendor A	John Doe has a financial interest in a vendor that supplies pet care products.	Recused from decision-making
2024-02-01	Jane Smith	Volunteer	Family Member Employed by Sponsor B	Jane Smith's sibling is employed by a corporate sponsor.	Declared during discussions
2024-03-10	Alex Johnson	Treasurer	Board Member of Partner Organization	Alex Johnson serves on the board of another organization collaborating with us.	Recused from relevant discussions
2024-04-05	Mary Thompson	Adoption Coordinator	Adoption Agency Owner	Mary Thompson owns a private adoption agency and may have a conflict of interest.	Discussed and mitigated as needed