

OCOOCH MOUNTAIN HUMANE SOCIETY

Board of Directors Manual

Mission Statement

The Ocooch Mountain Humane Society, Inc. is a non-profit, tax-exempt organization, dedicated to providing shelter and care to stray, unwanted, or abandoned animals in the Richland County area of Wisconsin. Founded on the principle of compassionate care, the organization is committed to assisting the community by helping place animals in healthy, humane surroundings while providing education and information about responsible animal care for all members of the community.

Our Vision

OMHS owns a cage free Adoption Center of adequate size to accommodate the needs of cats who are awaiting permanent, loving homes. This is a no kill shelter.

Dogs are placed in screened foster homes until adoption. OMHS provides medical care, socialization and a safe environment. All of the animals we take in are spayed or neutered. We receive no public monies and rely completely on private donations and fund raising. Our goal is to be able to maintain this shelter for years to come.

BYLAWS APPROVAL HISTORY:

Review/revised/approved February 2022

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Contact Information:

Please feel free to contact the Ocooch Mountain Humane Society with questions.

OMHS Address: 391 Clarson Street; mail P.O. Box 229; Richland Center, WI 53581

Email: omhsinfo@omhumanesociety.org

OMHS Shelter Manager: Cat Arbegust; cat.arbegust@gmail.com (608) 475-1885

- General questions about OMHS events or programs, call 608-0604-3483 (You may be directed to another phone number where your questions will be answered more fully.)
- With your questions regarding dog adoptions call 608-604-7848
- With your questions regarding cat adoptions call 608-475-2978

Board Meeting Dates:

Board meetings are held the fourth Wednesday of each month except for November and December. In November the board meets the third Wednesday to respect family Thanksgiving traditions. In December there is no board meeting. Each January there is an additional meeting scheduled along with the regular board meeting. The Annual OMHS Membership/Board meeting is held immediately before the OMHS Board meeting.

Board meetings are held at the Richland Hospital in one of the public meeting rooms in the basement. Typically, the meetings are held in Pippin 3. There is a reader board outside Pippin 1 which has all the meeting times and rooms. This should be checked to verify the meeting room. Agendas for each meeting are emailed one week prior to each meeting.

OMHS Board:

There are nine members on the board which change over time. Most communication is managed through email messages. Phone numbers are also needed. Each board member creates their own contact list and manages it over their term. Space below can be used for a personal list.

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BYLAWS OF THE OCOOCH MOUNTAIN HUMANE SOCIETY, INC.

ARTICLE I. ORGANIZATION NAME AND MISSION STATEMENT

Section 1: Name

The name of the organization is the Ocooch Mountain Humane Society, Inc (OMHS). It may be alternatively referred to within these Bylaws as the Corporation.

Section 2: Mission Statement

The Ocooch Mountain Humane Society, Inc. is a non-profit, tax-exempt volunteer organization organized as a non-profit corporation under Chapter 181, Wisconsin Statutes, which is dedicated to providing shelter and care to stray, unwanted, or abandoned animals in the Richland County area. Founded on the principle of compassionate care, the organization is committed to assisting the community by attempting to place animals in healthy, humane surroundings and to provide education and information about responsible animal care to all members of the community.

ARTICLE II. MEMBERSHIP

Section 1: Qualification for Membership

Membership shall be open to those persons (natural or corporate) who are interested in the purposes for which the organization has been incorporated. To be a Member of the Ocooch Mountain Humane Society, Inc. all of the following are required:

1. Completion and submission to the Corporation of a membership application;
2. Acceptance of the bylaws, policies, and procedures of the Corporation;
3. Payment of the required membership dues;
4. Approval for membership by a majority of the Board of Directors.

Ocooch Mountain Humane Society does not discriminate on the basis of race, color, sex, pregnancy, sexual orientation, gender identity or expression, gender stereotypes, national origin, ancestry, religion, creed, age, disability, marital status, and military or veteran's status.

Section 2: Membership Types

Various types of membership shall be offered at price ranges to be established by the Board of Directors. Regardless of level of membership, a member shall have only one vote at any meeting of the members.

Section 3: Privileges of Membership; Right to Vote

Members who are currently in the payment of their dues shall be deemed active members. Every active Member who is a natural person shall be entitled to cast one vote on each issue brought before the annual meeting of the members or at any special meeting of the members. A member who is a corporation or other legal entity shall be entitled to cast one vote on behalf of the corporate member. The record date for voting at any meeting of the members after the initial organizational meeting shall be ninety (90) days prior to the date of the meeting. In other words, a person is not entitled to vote at a meeting of the members (other than the initial organizational meeting) until the person has been a member of the Ocooch Mountain Humane Society, Inc. for

ninety (90) days immediately prior to the vote. For the purposes of this section, a person shall be deemed to have become a member on the date the Board of Directors approves the person's application for membership. Donors who are not members shall not be entitled to vote.

Section 4: Approval for Membership

No person shall be a member unless approved for membership by the Board of Directors, which may reject any application for reasonable cause. Any person refused membership or expelled from membership by the Board of Directors may appeal such rejection or expulsion to the members at the next ensuing annual meeting of the members of The Ocooch Mountain Humane Society, Inc. by addressing a notice of appeal to the Secretary at least ten (10) days before such annual meeting. The members may overrule any such rejection or expulsion by majority vote.

Section 5: Payment of Membership Dues

The Board of Directors shall set the amount of the annual membership dues. Annual dues shall be due and payable annually each November from the date of membership approval by the Board of Directors. If any member fails to pay annual dues within ninety (90) days of the annual renewal date, that person's membership shall automatically terminate. However, a membership terminated for nonpayment of dues may be reinstated by payment of all unpaid dues.

Section 6: Expulsion from Membership

A majority of the Board of Directors may expel a member from membership for cause at any time.

Section 7: Donations

Donations to the Ocooch Mountain Humane Society, Inc. may be made by any person or organization at any time. Donors need not be members to make donations. The Board of Directors may, by majority vote, refuse to accept any donation for any reason.

No donation may be accepted which jeopardizes the tax-exempt status of the organization or which is subject to any condition, which the Board finds unacceptable.

ARTICLE III. MEETINGS OF MEMBERS

Section 1: Annual Meeting of Members

The annual meeting of members shall be held each year in the month of January. The time, date, and location of the annual meeting shall be given to every active member by mail not less than seven (7) days prior to the meeting.

Section 2: Special Meetings of Members

A. The Board of Directors may call a special meeting of the members whenever the Board deems such a meeting necessary.

B. Members holding at least 25% of the voting power of the Corporation may call a special meeting by delivering to the secretary one or more signed and dated written demands for a special meeting describing one or more purposes for which the special meeting is to be held.

C. Notice of a special meeting shall be given to every active member by mail not less than seven (7) days prior to the meeting.

Section 3: Rules of Order

Robert's Rules of Order, Revised shall govern all meetings of the members of the Ocooch Mountain Humane Society, Inc,

Section 4: Voting at Meetings of Members

Each member is entitled to one vote on each motion brought to the floor by the proper procedure at a meeting of the members. Members must be present in person to vote.

ARTICLE IV. BOARD OF DIRECTORS

Section 1: General Powers of Board of Directors

The business and affairs of the Corporation shall be managed by a Board of Directors, which may alternatively be referred to herein as the Board. The Board of Directors shall have all powers granted to a board of directors by Chapter 181, Wisconsin Statutes, except to the extent that such powers are limited by the Articles of Incorporation or Bylaws. The Board of Directors is responsible for establishing overall policy and direction of the organization.

Section 2: Number of Directors Constituting Board

The Board of Directors shall consist of nine (9) members all of whom shall be natural persons.

Section 3: Terms of Office of Directors and Election to Board of Directors

A. Every election to fill a seat on the Board of Directors, which is vacant due to expiration of the term of the incumbent, shall require a majority vote of the members at the annual meeting. Each vacant seat on the Board of Directors shall be filled by separate vote. The remainder of a term, which becomes vacant during the term, shall be filled by the Board of Directors under Section 9.

B. The initial Board of Directors shall be elected at the initial organizational meeting of the Members, which shall be deemed the first Annual Meeting. At the time of the election of the initial Board of Directors, three (3) persons will be elected to an initial term of three (3) years, two (2) persons will be elected to an initial term of two (2) years and two (2) persons will be elected to an initial term of one (1) year.

C. After the initial terms, all Directors' terms will be three (3) years.

Section 4: Regular Meetings of the Board of Directors

The Board of Directors shall meet monthly, although the Board of Directors may vote not to hold a monthly meeting in a given month if the Board deems such a meeting unnecessary or that it will be unlikely to be able to secure a quorum for such a meeting.

All Board of Directors meetings are open to the public. An agenda will be sent to each Board member seven (7) days in advance of the meeting date except in the case of an emergency where it is impractical to give seven (7) days notice. Public notice of meetings of the Board of Directors will be given via community calendar.

Section 5: Special Meetings of the Board of Directors

Special meetings of the Board of Directors may be called by the President. If the President refuses to call a special meeting for the Board of Directors, any four (4) directors may call a special meeting of the Board of Directors by giving the Secretary a signed and dated demand for a special meeting.

Section 6: Quorum Requirement

A quorum of the Board of Directors must be present before business can be transacted or motions passed. Five (5) members of the Board of Directors shall constitute a quorum when there is a full membership. Should a position be vacant, quorum will be based on fifty percent of current membership number.

Section 7: Rules of Order

Robert's Rules of Order, Revised shall govern all meetings of the Board of Directors of the Ocooch Mountain Humane Society, Inc unless a specific provision of the Bylaws provides for other procedures.

Section 8: Voting by Proxy at Board of Directors Meeting

Generally, any director must be present to vote at a meeting of the Board of Directors. In the case of extenuating circumstances such as the illness of a Director or a death in the Director's immediate family, a Board member may vote by proxy. The proxy vote must be in writing, delivered to the President prior to the vote, and state with reasonable specificity the issue being voted upon and the Board member's vote on the issue.

Section 9: Vacancies on the Board of Directors

When a midterm vacancy on the Board of Directors occurs, the Board of Directors shall elect a person to fill the vacant seat for the remainder of the term. Any member of the present Board may submit nominations of any person(s) to fill the vacant seats. Such nomination(s) shall be delivered to the secretary not less than two (2) weeks in advance of the Board of Directors meeting at which the vacant seats will be filled. The names of all nominees shall be sent out to Board members, to be voted upon at the next Board of Directors meeting. If there is more than one vacant seat to be filled, each vacant seat shall be filled by a separate vote. A majority vote of the Board of Directors shall be required to elect a Director. Nominees to fill vacancies must be Ocooch Mountain Humane Society, Inc. members. A director elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor on the Board.

Section 10: Resignations from the Board of Directors

A resignation from the Board of Directors must be in writing and delivered to the Secretary.

Section 11: Removal of a Director from the Board

A Board member shall be removed from the Board of Directors for excess absences from the Board if she/he is absent without excuse from three (3) meetings of the Board in a Calendar year, unless the Board finds extenuating circumstances and a majority of the Board votes for non-removal.

A Board member may be removed from the Board of Directors for other reasons upon the vote of seven (7) Board members.

ARTICLE V: OFFICERS

Section 1: Officers and Qualifications

There shall be four (4) officers of the Board of directors: a President, a Vice President, a Secretary, and a Treasurer. To qualify to serve as an officer, a person must be a member of the Board of Directors. In the event that an officer leaves the Board of Directors, his/her office shall immediately become vacant and the Board shall elect a member of the Board to serve out the remainder of the officer's term. Every officer shall be entitled to vote at Directors meetings and at members meetings.

Section 2: Duties of Officers

The duties of the respective officers are as follows:

A. The President's duties shall include: convening and presiding over regularly scheduled and special Board of Directors meetings and convening and presiding over meetings of members.

B. The Vice President's duties shall include: performing the duties of the President in her/his absence and coordinating the work of the committees.

C. The Secretary's duties shall include: keeping records of Board actions, including taking of minutes at all meetings of the Board and of the members; establishing and maintaining a roll and mailing list of current members; sending out meeting announcements; distributing copies of minutes and the agenda to each Board member; and assuring that corporate records are properly maintained and that all required corporate filings are duly and timely completed.

D. The Treasurer's duties shall include: collection and dispersal of funds as directed by the Board of Directors; making a financial report at each Board of Directors meeting; assisting in the preparation of the budget and coordination with the Board of Directors in arranging for the annual audit. The treasurer will execute and list all checks for under \$250 as directed by the Board, and will cosign all checks in excess of \$250. The President is the first cosigner. In the President's absence, the Vice President will cosign.

E. The Board of Directors may assign each officer additional duties on either a temporary or permanent basis.

Section 3: Election of Officers; Terms of Officers

Officers will be elected by the Board of Directors to serve for a one-year term. The election of officers will be held at the first meeting of the Board of Directors after the annual meeting of members, by the Board of Directors as it exists after any election at the annual meeting of new Board members by the membership.

Section 4: Removal of Officers

Any officer may be removed from office during his/her term by vote of five (5) members of the Board of Directors. In the event of removal of an officer from office, her/his office shall immediately become vacant and the Board shall elect a member of the Board to serve the remainder of the officer's term.

Section 5: Relationship of Officers to Board of Directors

The Board of Directors retains the ultimate control of the Corporation. Any act of an officer may be overruled by the Board of Directors, and the Board of Directors may at any time give binding direction to any officer in regard to matters affecting the Corporation.

ARTICLE VI. COMMITTEES

Section 1: The Board of Directors shall determine what, if any, permanent and/or temporary committees shall exist.

Section 2: Each committee shall have at least one member of the Board of Directors on its roster.

Section 3: All committees will be required to submit a report at each Board of Directors meeting. Reports will be coordinated by the Vice President.

Section 4: Each committee must submit a written proposal for any activities or projects to the Board of Directors for approval.

ARTICLE VII. BYLAW REVIEW AND REVISION

Section 1: Annual Bylaw Review

Bylaws will be reviewed annually by a committee of three (3) Board members appointed by the President. The committee shall report to the entire Board of Directors its recommendations as to what, if any, revisions to the Bylaws should be adopted.

Section 2: Revisions to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the Board of Directors by affirmative vote of five (5) Directors. Copies of the proposed alterations, amendments, or new Bylaws shall be provided to each Director by the Secretary not less than seven (7) days prior to the meeting at which said amendments shall be considered.

ARTICLE VIII. DIRECTOR'S CONFLICT OF INTEREST

Section 1: WHEN CONTRACT OR TRANSACTION IS NOT VOID OR VOIDABLE

No contract or other transaction between a corporation and a director, or any entity in which a director is a director or officer or has a material financial interest, is void or voidable because of the relationship or interest or because the director is present at the meeting of the board or a committee that authorizes, approves or ratifies the contract or transaction or because the director's vote is counted for that purpose, if any of the following applies:

A. The relationship or interest is disclosed or known to the board or committee that authorizes, approves or ratifies the contract or transaction and the contract or transaction was authorized, approved or ratified by a vote or consent sufficient for the purpose without counting the votes or consents of interested directors.

- B. The fact of such a relationship or interest is disclosed or known to the members entitled to vote and they authorize, approve or ratify that contract or transaction by vote or written consent.
- C. The contract or transaction is fair and reasonable to the corporation.

Section 2: QUORUM REQUIREMENTS. Common and interested directors may be counted in determining the presence of a quorum at a meeting of the board or a committee that authorizes, approves or ratifies a contract or transaction under sub. (1). [Sec. 181.0831 Wisconsin Statutes]

ARTICLE IX. LIMITED LIABILITY OF DIRECTORS AND OFFICERS

Section 1: IN GENERAL. Except as provided in Sections 2 and 3, a director or officer is not liable to the corporation, its members or creditors, or any person asserting rights on behalf of the corporation, its members or creditors, or any other person, for damages, settlements, fees, fines, penalties or other monetary liabilities arising from a breach of, or failure to perform, any duty resulting solely from her/his status as a director or officer, unless the person asserting liability proves that the breach or failure to perform constitutes any of the following:

- A. A willful failure to deal fairly with the corporation or its members in connection with a matter in which the director or officer has a material conflict of interest.
- B. A violation of criminal law, unless the director or officer had reasonable cause to believe that her/his conduct was lawful or no reasonable cause to believe that his/her conduct was unlawful.
- C. A transaction from which the director or officer derived improper personal profit or benefit.
- D. Willful misconduct.

Section 2: EXCEPTIONS. Except as provided in Section (3), this section does not apply to any of the following:

- A. A civil, criminal, administrative or investigatory proceeding brought by or on behalf of any governmental unit, authority or agency.
- B. Proceeding brought by any person for a violation of state or federal law where the proceeding is brought pursuant to an express private right of action created by state or federal statute.
- C. The liability of a director under ss. 181.0832 and 818.0833 Wisconsin Statutes.

Section 3: GOVERNMENTAL ENTITY ACTING IN CAPACITY AS PRIVATE PARTY.

Section 2 A. and B. does not apply to a proceeding brought by a governmental unit, authority or agency in its capacity as a private party or contractor. [Sec. 181.0855 Wisconsin Statutes.]

ARTICLE X. INDEMNIFICATION OF OFFICERS AND DIRECTORS

Section 1: IN GENERAL. The corporation shall indemnify a director or officer, to the extent that she/he has been successful on the merits or otherwise in the defense of a proceeding, for all reasonable expenses incurred in the proceeding if the director or officer was a party because he/she is a director or officer of the corporation.

Section 2: EXCEPTIONS.

- A. In cases not included under Section 1, the corporation shall indemnify a director or officer against liability incurred by the director or officer in a proceeding to which the director or officer

was a party because he/she is a director or officer of the corporation, unless liability was incurred because the director's or officer's breach or failure to perform constitutes any of the following:

- (1) A willful failure to deal fairly with the corporation or its members in connection with a matter in which the director or officer has a material conflict of interest.
- (2) A violation of the criminal law, unless the director or officer has reasonable cause to believe that her/his conduct was lawful or no reasonable cause to believe that his/her conduct was unlawful.
- (3) A transaction from which the director or officer derived an improper personal profit or benefit.
- (4) Willful misconduct.

B. Determination of whether indemnification is required under this subsection shall be made under s. 181.0873 Wisconsin Statutes.

C. The termination of a proceeding by judgment, order, settlement or conviction, or upon a plea of no contest or an equivalent plea, does not, by itself, create a presumption that indemnification of the director or officer is not required under this subsection.

Section 3: WRITTEN REQUEST REQUIRED. A director or officer who seeks indemnification under this section shall make a written request to the corporation. [Sec. 181.0872 Wisconsin Statutes]

OCOOCH MOUNTAIN HUMANE SOCIETY (OMHS) BOARD MEMBER JOB DESCRIPTION

Title: Member, OMHS Board of Directors

Reports To: OMHS Board Officers

Term: Three years renewable

Expected Attendance:

- Attend and actively participate in scheduled board meetings.
- Participate as an ad hoc committee member.
- Attend regularly scheduled board meetings (11 per year and conference calls, as needed).

Obligations:

- Establish policy and monitor finances.
- Have access to and receive/respond to electronic correspondence.
- Maintain an individual OMHS membership.

Specific Duties:

- Attend meetings and show commitment to board activities.
- Be informed on issues and agenda items in advance of meetings.
- Contribute skills, knowledge and experience when appropriate.
- Participate in organization decision making.
- Financially support the organization.

- Assume leadership roles in all board activities, including fund raising.
- Professionally represent the organization to the public and private industry.
- Continue to educate yourself about the needs of the animals in OMHS care.

Time Commitment:

Approximately 25 hours per year on board related activities, in addition to scheduled meetings.

OCOCH MOUNTAIN HUMANE SOCIETY (OMHS) CODE OF ETHICS

I, _____ understand that as a member of the Ocooch Mountain Humane Society (OMHS) Board of Directors, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the mission and the vision of the organization and I will act responsibly and prudently as its steward. I will:

1. Do my best to ensure that this organization is well maintained and financially secure, operating in the best interest of the animals we serve and our members.
2. Attend all Board meetings, as well as participate in special projects, assignments, fund raisers to the best of my ability.
3. Arrive at meetings prepared and well-versed in the issues under consideration and prepared to make decisions in a way that enhances the ability of the Board to execute its work.
4. Work in a professional, courteous and respectful manner. This includes being candid in discussions, but always recognizing and supporting the decisions of the Board regardless of my own vote on any such decision.
5. Maintain confidentiality of sensitive information discussed in the Board meetings.
6. Act in the best interests of the organization, and excuse myself from discussions and votes where a conflict of interest exists.
7. Bring to the attention of the Board any issues that I believe may have an adverse effect on the organization or its members.
8. On an annual basis, honestly assess my performance as a Board Member and participate in a review and reaffirmation of this agreement.

I agree to fulfill both the Job Description and the Code of Ethics as outlined. If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a Board Member.

Signed:

Member, Board of Directors

Date:

Approval History:

February 2023

March 2024 with no changes

**OCOOCH MOUNTAIN HUMANE SOCIETY (OMHS)
BOARD OF DIRECTORS TERMS**

Name	Term Ends	Position
Diana Marshall	January 2025	Vice President - Replaces Samantha Knoble (Terms ends 2025)
Linda Symons	January 2025	Secretary
Judy Loft	January 2025	Member
Jane Mueller	January 2025	Member - Dog Adoption Coordinator
Karen Augustyniak	January 2026	Treasurer
Janet Babbitt	January 2026	Member
Mark Storti	January 2026	Member - Replaces Jay Mueller (Term ends 2026)
Bonnie Arbegust	January 2027	Member - Replaces Charles Giese (Term ends 1/24)
Michelle Kleist	January 2027	Member

Last Updated:

Approval History:

OCOOCH MOUNTAIN HUMANE SOCIETY (OMHS)
Volunteer Policy

- All volunteers will need to have a volunteer form on file with OMHS which will include personal contact information, emergency contact information and release of responsibility which is signed by the volunteer.
- All volunteers under the age of 18 will need to have a signed parental consent form on file as well as the aforementioned forms.
- All volunteers 16 and under will need to be accompanied by a parent or guardian while volunteering at the shelter or fundraising events.
- All volunteers are asked to notify the Shelter Manager or Event Coordinator within a reasonable time frame if they are unable to attend their scheduled volunteer time or their scheduled event.
- All volunteers will be required to notify the Shelter Manager or Event Coordinator if they are injured while volunteering.
- No volunteers will be allowed in the isolation rooms, rooms with unvaccinated animals, newborn kitten rooms, or sick or injured animals unless they have specifically been assigned to these rooms by the Shelter Manager.
- Volunteers are asked to commit to a regular schedule if at all possible to assure that shelter tasks and animal care are maintained.

Spay/Neuter Options

MADISON CAT PROJECT

- 608-467-4067
- \$80 spay or neuter
- \$140 for a package including microchip, vaccinations and a dose of selection (anti-flea and intestinal parasite medication)
- They state they will work with low-income people.

PRECISION VETERINARY

- 608-405-3148
- \$75 spay or neuter cats
- \$250 spay or neuter dogs - \$75 rescue dog discount

SPAY ME CLINIC (Madison)

Wisconsin Community Veterinary Center. They operate 4 days a week.

- 608-224-1400
- \$75 cat (basic)- they also have packages available
- \$115 dog (basic)

ALTER-ATIONS (Viroqua)

- Every Thursday, 2 Mondays per month and 1 Saturday per month

- 608-638-6887 or 608-629-6887
- \$90 spay or neuter
- \$50 barn cat or feral

SAUK COUNTY HUMANE SOCIETY (Baraboo)

- Tuesdays and Thursdays
- 608-356-2520
- \$45 cat spay/neuter with nail trim ear cleaning and pain meds Payment is required when appointment is made and is non-refundable if appointment is not cancelled 48 hours prior to appointment.
- Their dog spay/neuter program has been put on hold indefinitely.

Spay USA has an application for subsidies for feral cat caretakers. Their number is 800-248-7729. Applications are taken the 1st through the 15th of the month and the applicant is notified (if they are accepted) by the last day of the month. The subsidy amount is \$25 for each cat and your vet needs to accept them.

Foster Care Guidelines

Foster Friend Responsibilities

- Provide love and affection for your foster friend.
- Provide care for your foster; socialization and basic training
- Provide updates to the Dog Coordinator on progress. Posting on the OMHS Facebook page is encouraged.
- Attend meet and greet with potential adopters to share your knowledge of your foster friend and help in the decision-making process.
- Attend OMHS events to help with socialization of your foster friend and promote placement.
- Take advantage of our Foster Friend Permanent Guardian (FFPG) program.

If the dog and you are a good match you may apply for adoption.

- Update the Dog Coordinator with any concerns or needs. OMHS provides food, toys, behavioral assessments and training classes if needed, veterinarian care, topical Frontline or similar flea/tick medications, tags, leashes, collars, Heart Guard and crates.

OMHS Responsibilities

- OMHS will work with our foster staff to provide the best match between the potential Foster Friend and Foster Dog. The Foster Friend can decide to foster large or small dogs and we work with the foster to find a good fit.
- OMHS will supply Foster Friends with a crate and supplies as needed for the duration of the foster experience. If a Foster Friend wishes to contribute items at their own expense, this would be appreciated as OMHS is a non-profit, but not expected.
- OMHS will be available by phone or email to assist with any issues that arise.
- OMHS will screen potential Foster Friends prior to placement in any home and reserve the right to remove a dog at any time should we or the foster family feel that it is the dog's best interest to do so.

Feline Adoption Policy

1. All potential adopters need to provide a photo ID and proof of residence.
2. All potential adopters will be required to fill out an application prior to adopting an animal.
3. All potential adopters will be required to make at least two visits to the shelter. First visit will be to get acquainted with the cats and fill out an application. Upon approval of the application the second (or last) visit would be to acquire the cat, receive medical history forms and to sign the adoption form. Potential adopters may visit several times to ensure they choose the right fit for their family.
4. All potential adopters are required to be at least 18 years of age.
5. All adult family members (spouse, partners, parent, roommates) are requested to make one visit to the shelter prior to the adoption being finalized.
6. All potential adopters who rent their property will need a landlord's approval to adopt an animal.
7. All potential adopters must agree to not declaw their cat/kitten.
8. All potential adopters will agree to return their animal to OMHS if a change in living situation requires the surrender of the animal.
9. An application may be denied at the discretion of the adoption committee for any reason.

Supplemental Care Policy (formerly Veterinarian Assistance Program)

This policy addresses requests for financial assistance for the care of animals not in the care of OMHS.

- Local veterinarians are aware of the program and will refer clients to contact OMHS for assistance. OMHS will consider contributing a set amount or a portion of the veterinarian costs.
- The request will be discussed by any two members of the Supplemental Care Committee. Decisions will be made on a case-by-case basis with a maximum contribution of \$200.00.
- People who call OMHS for assistance before having their animal seen by a veterinarian will be asked that the pet be seen first for a diagnosis and treatment. Once the condition and costs are known a decision on the amount of assistance will be decided.
- In most cases, OMHS will not be able to cover the in full cost of service.
- Additional resources should be available for the requesters. Such as Care Credit, Red Rover.org, breed rescues, UW Vet Funds, etc.

TNR Policy/SOP

Trap-Neuter-Return (TNR) is the only humane and effective approach to community cats, or unowned cats who live outdoors. Scientific studies show that TR effectively addresses the community cat population by ending the breeding cycle, meaning no new kittens are born to a community cat colony.

As sound public policy, TNR addresses community concerns, reduces shelter intake and killing, and reduces calls to animal services, all of which save cats' lives and taxpayer dollars. When cats are free from the burdens of mating and reproducing, their relationships improve with the people who live near them (think: no more kittens outdoors or yowling, roaming, fighting, or spraying). Additionally, many diseases associated with reproduction, like certain cancers, are prevented. (Ally Cat Allies, 2024).

1. The OMHS Trap-Neuter-Release program provides sterilization, an ear tip, a dose of flea treatment, and a rabies vaccine (in most circumstances) to unowned feral cats and kittens. Only feral or semi-feral cats and kittens within Richland County are eligible for this program.
2. Property owners in Richland County shall contact the OMHS Shelter Manager and discuss the need for TNR in their vicinity.
3. The Shelter Manager will make the decision, after touring the property and discussing needs/concerns/experiences with the property owner, whether implementing a TNR program is warranted/needed.
4. Once the need is established, the Shelter Manager will make arrangements with a low cost spay neuter clinic for as much of the colony to be sterilized in one day as possible. (Wisconsin Community Veterinary Center preferred, Precision Veterinary secondary, Spring Green Animal Hospital last)
5. When these arrangements are made the Shelter Manager will arrange TNR with the property owner.
6. After sterilization of the colony, the Shelter Manager will discuss with the property owner how many cats will be returned to the property.
7. If the property owner is not able to handle a large number of cats (ie the entire colony, the remaining felines will be adopted as barn cats through the OMHS barn cat program or, pending behavior, as indoor companions.
8. Behavior assessments will be done by the OMHS Shelter Manager to determine if any felines in the colony meet the criteria to be an indoor companion, the remainder will be adopted as barn cats.

Surrender Policy

Ocooch Mountain Humane Society foster care/shelter placement shall be given to homeless, stray or abandoned animals. Furthermore, Ocooch Mountain Humane Society shall assist owners who wish to surrender animals by providing suggestions and guidance or alternative resources for placing the animal. Surrender of family pets will be decided, based on circumstances, by the OMHS shelter manager.

When the shelter manager is not available in an emergency surrender situation the adoption committee will discuss options with the family regarding the pet in question.

The Adoption Committee consists of members of the Dog Committee and the Cat Committee. The committee will decide emergency exceptions on a case-by-case basis when the shelter manager is not available.

This policy replaces the policy of March 10, 2003 and the revised policy adopted by the OMHS Board of Directors November 17, 2008.

This policy was reviewed and accepted at the August 10, 2009 meeting. Final reading and adoption of this policy occurred at the November 16, 2009 meeting of the OMHS Board of Directors.

This policy was reviewed. It was accepted with changes at the September 11, 2013 meeting of the OMHS Board of Directors.

This policy was reviewed and modified by the Shelter Manager May 2024. OMHS Board approved changes at the May 2024 board meeting.

Admission Policy

1. Animal Census

- Dogs: 1-2 dogs per available foster home.
 - Cats: Clarson Adoption Center Large Room 10-12 cats; Kitten Rooms 12-15 kittens (pending age); Intake Center 30-40 cats/kittens (pending age).
- Haseltine Sanctuary 12-25 cats. Shelter manager's discretion pending age, circumstances, etc.

2. Alternatives to Admission

- Refer to appropriate dog/cat rescue
- Refer to Internet websites: Pets 911, Facebook, Adoptapet, other rehoming sites
- Petfinder and/or Facebook courtesy post
- Facilitate transfer to partner organization

3. OMHS will not place any animals for adoption that do not have medical and behavioral history. This can be based on past known history or recent evaluation by a veterinarian, an animal behaviorist, and/or certified veterinarian technician.

4. OMHS will not accept the surrender of family pets, unless conditions warrant the removal of said animal. Conditions include, but not limited to, abuse, neglect, inability of owner to feed, owner illness, owner divorce, or fire. Other circumstances are the shelter manager's discretion.

5. Health/Behavior Admission Criteria:

- All animals will pass a medical exam for acute and chronic problems.
- All animals will pass a behavioral exam before being offered for adoption.

Animals that do not pass behavioral observations will be euthanized, as per euthanasia policy guidelines. All circumstances are at the shelter manager's discretion.

- OMHS will not accept wolf/wolf-hybrids. Where there is a question about the breed, the veterinarian examining the dog will be the final arbiter:

6. Admission/Adoption Policies shall be reviewed bi-yearly.