

# Fido's Friends Dog Club Policies

SUN CITY ORO VALLEY

## Policy #1: Board Members and Officers

1. Robert's Rules of Order shall be the authority on all questions of parliamentary law unless in conflict with these Bylaws, or with the laws of the State of Arizona. A Quorum shall consist of three Board members. If necessary for workload purposes, positions may be held by two different members at once, however there will be only one vote per office.
2. The officers ("Board") of the club shall consist of the following:
  - a. **President:** The Chief Administrator of the Club, presides over all meetings and shall appoint, with Board approval, the Chairman of Committees, and at the direction of The Board, shall appoint special committees, including a committee of three to audit the outgoing treasurer's books. In addition, the President shall schedule facilities usage, negotiate Club contracts, such as equipment and instruction, and as a SCOV representative for Fido's Friends Dog Club, sign for contracts.
  - b. **Vice-President:** assist the president and shall in his/her absence, perform the duties of that office.
  - c. **Secretary:** record the minutes of the regular and special meetings of The Board and membership. Shall be in charge of all records of the Club, other than the Treasures' and shall be responsible for the correspondence/emails and the Facebook page, as required by The Board members and shall make available any reports required by SCOV administration.
  - d. **Treasurer:** chief financial officer. He/she shall be responsible for collecting monies for events and recording all money transactions for the club. Treasurer shall pay all bills owed by the Club and present a financial report at each meeting of The Board and general Membership. The Treasurer will also work with The Board to present fiscal requests and reports to SCOV management for capital improvements and equipment needs.
  - e. **Membership Chair:** respond to requests for membership, collect membership forms, membership fees, verify vaccines and licenses are up to date and supply the gate code. The Membership Chair shall update the membership list, supply a monthly update of new members to the Treasurer and present a membership report at each meeting of The Board. The Membership Chair shall be responsible for the billing and collection of annual and new member dues.
3. It shall be the duty of The Board to communicate, conduct, manage and control the affairs and business of the club.
4. The Board shall appoint vacancies occurring in any office, other than the President. Should the President resign, the Vice-President will automatically assume that office and a new Vice President will be placed.
5. The Board will meet prior to a membership meeting. In addition, there will be a joint meeting of the incoming and outgoing officers before April 1 when the incoming Board will resume business.
6. All Board members, upon retiring that office, shall prepare a written report and deliver all records, procedure books, and other property belonging to the Club to their successor. In addition, an audit of the transactions since the last fiscal year audit may be requested by the incoming Treasurer (see Article IX, number 2).

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## **Policy #2: Membership, Dues, Requirements and Benefits**

1. Membership shall be open to any person having a current SCOV membership card. This may include homeowners and renters.
2. Applicants for membership must complete and sign the board approved membership form, along with payment of the annual dues for that period.
3. Annual dues shall be proposed by the club officers.
  - a. Per the charter, all initial dues or changes to the amount must be voted and approved by a majority vote as described in #6 and #7 below.
  - b. Membership fees are intended to cover club activities along with the maintenance, repair, safety and member voted enhancements to the K-9 Korral.
4. Membership fees will be due on or before the January membership meeting. Members not paid by January 31 will be removed from the membership list. The gate code will be changed in February. New members joining in November or December will be paid for the following year.
5. General membership meetings will be held on the third (3rd) Thursday of the month: November, January, and March. Special membership meetings may be called at any time by the President, or by any two (2) Board Members provided notice of such meeting has been given by email, at least five (5) days prior to the day of such meeting.
6. All active members shall be entitled to vote at any regular or special meetings of the club, and to participate in all club events upon compliance with all adopted regulations. Club business shall be decided by a majority vote of those present and voting.
7. Vote by email may be used at the Boards discretion. These votes will be decided by a majority of the votes returned by the required date. Method of collection and oversight of this voting will be disclosed to members.
8. Guests shall be welcome at general meetings and the K-9 Korral when accompanied by a member. The member is required to ensure the guest canine(s) are up to date on the required vaccines and covered under current liability insurance. The member must also ensure the owner's guests are aware and follow all rules and regulations.

## **Policy #3: Finance**

1. The fiscal year for Fido's Friends Dog Club shall be January 1 through December 31.
2. Board approved fundraising above and beyond the normal membership fee will be related to the purpose of Fido Friend's Dog Club as described in the charter. The specific purpose for the additional funds will be clearly stated at the time of solicitation.
3. Merchandise sales are considered membership promotional activities and do not fall under the definition of fundraising as noted in #2 directly above. Any profits from these sales will supplement membership fees.

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4. All expenditures are to be approved by a majority vote of The Board. This vote may be performed by email if necessary. However no single expenditure more than \$500 dollars shall be made without notification of the membership.
5. The Treasurer, Membership Chair and President shall be authorized to sign checks and will provide payment on a timely basis for all board approved expenditures without further authorization required. Upon the election of new Board members, said Board members will meet at Club's financial institution to sign forms required by same.
6. No member of the Club shall receive compensation for services rendered.
7. In the event of dissolution of this club, all assets will be donated to SCOV. Dissolution is mandatory when membership drops below the required level. Dissolution will not be initiated until all outstanding debts, if any, are satisfied. The President may direct the use of club assets to satisfy outstanding debts, provided the majority of the Club membership has voted for the President to do so.

## **Policy #4: Three Strikes Rule**

1. Per the safety rules of the [K9 Korral Safety Rules and Regulations](#): "If your dog is aggressive with other dogs in the park, leash your dog and leave. Please return when no other dogs are in park. You may move to the other park if empty, but only if you are able to keep any aggression away from the shared fence or parking lot." In very rare cases there may be times when an owner is perceived to not follow this rule and the board may be asked to intervene. The policy if this situation arises will be as follows:
  - a. The member requesting assistance with this issue should send an email to [scovff@gmail.com](mailto:scovff@gmail.com) with the following information:
    - i. Your name:
    - ii. Phone and email:
    - iii. Your dog's name:
    - iv. Other dog(s) involved:
    - v. Owner(s) of those dog(s) (if you know):
    - vi. Date and approximate time:
    - vii. Explain what happened:
    - viii. Witnesses:
  - b. The board will speak with each member involved - and if warranted - will implement the following:
    - i. First complaint (about a specific dog): Verbal warning and request for compliance.
    - ii. Second complaint (about the same dog): Written warning and request for compliance.
    - iii. Third complaint (about the same dog): If the member wishes continued use of the park, evaluation for aggression by a professional trainer/behaviorist of the board's choosing (paid for by the club) or the member's choosing (paid for by the member) must be agreed to. If aggression is present as determined by the contracted trainer/ behaviorist, resolution (on a case-by-case basis) may include temporary or permanent loss of park privileges and/or proof of successful aggression training before park privileges are restored.