

# **BEAR VALLEY SPRINGS TAILWAGGERS DOG CLUB BY-LAWS**

## **ARTICLE I – NAME AND FORMATION**

### **Section 100**

The name of this organization is the BVS Tailwaggers Dog Club, hereafter referred to as the Club.

### **Section 101**

The Club was formed in December 2018 in Bear Valley Springs as a non-profit association.

## **ARTICLE II - OBJECTIVES**

### **Section 200**

- (a) To promote responsible dog ownership, good fellowship among the people of Bear Valley Springs, and to promote a natural blend of dog owners and all residents of the community;
- (b) To promote fun dog related activities.
- (c) To support local (Kern County) canine rescues, charities and Kern County Animal Services.

## **ARTICLE III – MEMBERSHIP**

### **Section 300**

The membership of the Association is limited to property owners in good standing with the Bear Valley Springs Association and to residents of Bear Valley Springs who have been assigned the right to enjoy the Common Areas and Community Facilities within Bear Valley Springs, as provided by the by-laws of the Bear Valley Springs Association.

### **Section 301**

Any member charged with conduct unbecoming a Club member or cruelty to animals and against whom the charges are sustained after due and proper notice and hearing before the Executive Board, may be expelled from membership by two-thirds (2/3) vote of the members attending a special meeting for that purpose.

### **Section 302**

Any person whose membership in the Club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Club.

## **ARTICLE IV – OFFICERS, EXECUTIVE BOARD**

### **Section 400**

- (a) The officers of the Association are:
  - (1) President,
  - (2) Vice-President(s),
  - (3) Secretary,
  - (4) Treasurer.
  - (5) Member at Large

These officers constitute the Executive Board (hereinafter called the Board) that has the power to act in an emergency.

- (b) A majority of the Board (3) constitutes a quorum.
- (c) Special meetings of the Board can be called by the President or by a written request of any two members of the Board filed with the Secretary, with a copy to each Board member.
- (d) No member may hold more than one office at a time and no member may serve more than two

consecutive terms in the same office or for more than three consecutive years on the Board. In a special circumstance when no candidate has come forward the current position holder may continue in the office. Appointment to complete a vacant mid-term seat on the Board shall not count as time served against election to that office for two consecutive years.

- (e) Vacancies on the board shall be filled within 30 days by a majority vote of the remaining Board members though less than a quorum, and each officer so elected shall hold office until a successor is elected by the membership.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section 500**

The President shall preside, or appoint another Board member to preside, at all Board and membership meetings, supervise the appointment of chairs of committees not otherwise specified by these by-laws and shall be an ex-official member of all committees except the nominating committee.

### **Section 501**

The Vice-President shall, in the absence of the President, perform the duties of the President and shall be the Club liaison to the Bear Valley Springs Association Board.

### **Section 502**

The Secretary shall record the minutes of each membership. The minutes shall be published in the next monthly newsletter and approved and accepted by the membership at the following membership meeting. The Secretary shall have custody of the by-laws; shall conduct all correspondence of the Club; and shall keep all correspondence on file. In the absence of the Secretary the President shall appoint another officer to perform the duties of the Secretary.

### **Section 503**

The Treasurer shall have charge of all funds of the Club; shall pay all bills authorized by the Board or by the membership; shall keep a record of all funds received and all expenditures; shall report on the Club's financial condition at each regular membership meeting; and shall prepare and present an annual report at the November annual membership meeting. The Treasurer may maintain a petty cash fund in the amount set out in the Standing Rules.

The Association's financial records shall be audited annually by an auditor or audit committee appointed by the Board.

### **Section 504**

The member at large will bring a member perspective to the board. It is a 1-year position. The board chooses a member who has excelled in devoting time and working hard for the club. This person will assist the board with duties as assigned. This member has a opportunity to learn about the club and how it runs. It is a grooming position if the member chooses to decide to join the board when a position opens. The member would be entitled to a voting right.

### **Section 505**

All Association checks require two signatures, with any combination of the President, Treasurer or Secretary as signatories.

### **Section 506**

In the absence of the President and Vice-President the duties of the President may be performed by one of the other officers in the following order; Second Vice-President, Secretary, Treasurer, Events Coordinator.

## **ARTICLE VI – MEMBERSHIP MEETINGS**

### **Section 600**

Regular monthly or bi-monthly membership meetings shall be held at a time and place specified in the Standing Rules.

### **Section 601**

Special meetings of the membership may be called by the Board, the President or by ten percent (10%) or more of the members.

### **Section 602**

In the absence of an officer, the members present at a membership meeting may, by majority vote, elect a Chairman, pro tem, to conduct the meeting.

### **Section 603**

A quorum for membership meetings shall be not less than ten percent (10%) of the members.

## **ARTICLE VII – DUES**

### **Section 700**

Annual membership dues are payable on January 1 of each year for the following fiscal year ending December 31, in an amount set out in the Standing Rules.

### **Section 701**

The dues of new members who apply for membership after November 1 shall cover the subsequent fiscal year beginning January 1.

### **Section 702**

The Board may terminate the membership of members whose dues have not been paid before March 1.

## **ARTICLE VIII – NOMINATIONS AND ELECTIONS**

### **Section 800**

A nominating committee of three members shall be appointed by the President in October and shall present a slate of nominees at the November membership meeting.

### **Section 801**

Nominations may be made from the floor at the November membership meeting provided consent of the nominee has been obtained prior to the meeting.

### **Section 802**

The annual election of officers shall be held at the November membership meeting. If there is more than one nominee for an office, the election to that office shall be by written ballot. If there is only one nominee for an office, the election for that office may be by voice vote or raise of hands, at the discretion of the presiding officer.

### **Section 803**

Officers shall be installed at the December meeting and shall assume their duties at the January meeting for a term of one year or until their successors are elected.

### **Section 804**

Only members in good standing may vote at any membership meeting. Members are not in good standing if their dues are delinquent by more than sixty (60) days.

## **ARTICLE IX – STANDING COMMITTEE**

### **Section 900**

Standing Committees may be created by the Board as required to promote the objectives and interests of the Club.

### **Section 901**

The Board shall appoint the chairs of Standing Committees not named by these by-laws.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

### **Section 1000**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-laws or Standing Rules.

## **ARTICLE XI – STANDING RULES**

### **Section 1100**

Standing Rules (attached) not in conflict with these by-laws may be adopted, amended or repealed without prior notice by a majority vote of members at a regular membership meeting.

## **ARTICLE XII – AMENDMENTS**

### **Section 1200**

These by-laws can be amended at any regular membership meeting by a two-thirds (2/3) majority vote of attending members provided that the amendment has been submitted in writing or by email to the members not less than seven (7) days prior to the meeting.

*4/8/2019*

*Molly Mackin, President*

*Katy Jacobson, First Vice-President*

*Marla Derry, Second Vice-President*

*Mary Thompson, Secretary*

*Organized 2018*