

ARTICLE 1 – ORGANIZATION NAME & PURPOSE

This organization shall be known as the DOG OWNERS GROUP (D.O.G.) a special interest club within the Sun City Center Community Association Inc., (CA) The purpose shall be to:

- (a) provide an off-leash facility where member's dogs can exercise and socialize with other dogs in a safe controlled environment and:
- (b) establish regulations and procedures for the use of the park;
- (c) establish liaison with the CA to insure proper maintenance and improvement of the park;
- (d) sponsor events to promote health and socialization of dogs
- (e) promote fellowship and camaraderie among members.

ARTICLE 2 – MEMBERSHIP

Membership in the Dog Owners Group (D.O.G.) is a privilege.

A. General Membership:

Membership is open to all current members of the Sun City Center Community Association (CA) who are CA members in good standing upon payment of the D.O.G. member fees in accordance with ARTICLE 8.

Regardless of the time of day, Kings Point (KP) and Freedom Plaza (FP) must be a D.O.G. member to use the park facilities. KP and FP members may be limited to a percentage of the total CA membership.

Memberships are considered by households, not individuals.

All dog members will be issued a current year tag for each dog they register upon payment of dues. The tag must be worn by the dog(s) while visiting the park.

Members are required to have their dog(s) inoculated for rabies and any other inoculations that are required by Hillsborough County, Members must provide verification of the rabies inoculation from a certified veterinarian. This verification must be accompanied by the membership application form annually.

While visiting the park, D.O.G. members must provide a current CA, KP or FP membership ID if requested.

Memberships expire December 31st each year. Annual due fees are not refundable.

B. Honorary Life Membership:

An Honorary Life Member is a general member who has been selected by the Board of Directors and who thereafter shall be exempt from the payment of annual dues.

Criteria: A member being considered for Honorary Life Membership must have a minimum of 10 years continuous membership in good standing with the club and demonstrated distinguished service to the Club.

Procedure: A member wishing to nominate another member to an Honorary Life Membership must submit the nomination in writing to the President by the October Board of Directors meeting. The nomination must detail both the years of service and the "distinguished service" that has been demonstrated.

C. Membership Suspension

Any member or a member's dog may be suspended from membership in the D.O.G. for cause. Suspension of park privileges may be done only by a majority vote of the Board.

1. Procedure:

A club member who recommends the removal of another member or member's dog must submit the request in writing to the D.O.G. Board. Cause for removal shall include, but not be limited to, disruptive behavior of the member or their dog(s); or failure to abide by the rules and regulations of the dog park etc.

- a. The letter must clearly state the reason(s) for the proposed action.
- b. The letter must be signed by the member bringing the action.
- c. The letter must be signed by at least two (2) other members of the club.

2. Member Suspension Notification

The owner of the offending dog or the member, under consideration for suspension, must be notified by the Board of the time, place and purpose of the special board meeting. The member will be allowed time to present their position or response to the Board and any other member present at the meeting prior to the member's suspension vote. A majority vote by the Board will be necessary to invoke suspension. The result of the vote will be posted on the Bulletin boards for membership notification.

3. Member Reinstatement.

After one year from the date of suspension, the suspended member (or owner of suspended dog) may apply, by letter, to the D.O.G. Board for reinstatement for themselves or their dog. If the Board has no problem with the reinstatement, the Board shall post the member's reinstatement request on the park's bulletin board for a 10 period. If no objection by any member is received, the member/dog will be reinstated.

If there are any objections from the members, the Board shall call a special meeting to

address the reinstatement issues with said member(s). The Board will make a final decision on the member/dog reinstatement and post that decision on the bulletin board.

The reinstated member shall be required to pay the current years dues.

ARTICLE 3 – BOARD OF DIRECTORS

A. The officers of the Dog Owners Group shall be the President, Vice-President, Secretary, Treasurer and Director at Large. These officers shall constitute the Board of Directors (BOD), with each officer having one vote at Board meetings. No more than one household member nor their immediate family may sit on the Board of Directors at the same time.

B. To provide for continuity in the management of the D.O.G., officers shall be elected for terms of two years except for the initial startup in 2016, wherein two board members will be elected for only one year and the rest of the board for two years, thereby creating staggered terms. In the first year, the Secretary and Vice President will serve a one year term; the President, Treasurer and Director at Large for two year terms. The next election shall replace the President, Treasurer and Director-at-Large with the other positions continuing in full force.

C. Vacancies on the Board during the year shall be filled by the vote of a majority of the remaining members of the Board and shall be for the balance of the vacant term.

D. The majority of Board members must be CA members in good standing.

E. BOD elections shall be held at the general meeting in January each year.

F. A majority of active Board members shall constitute a quorum for the conduct of Board meetings.

ARTICLE 4 – DUTIES OF BOARD OFFICERS

The Board of Directors shall establish Rules and Regulations for the use of the Dog Park, and Policies and Procedures by which the Board shall operate, subject to final SCCCA approval. The officers shall perform those duties enumerated below and any others which are provided for or implied by other provisions of these by-laws:

1. The President shall preside at all membership and Board meetings of the D.O.G. The President shall be an ex-officio member of all committees and will appoint members to such committees. The President shall serve as liaison with all outside organizations including, but not limited to the SCC Community Association.
2. The Vice-President shall assist the president and shall perform the duties of the President any time the President is temporarily absent or unable to serve. The Vice-President shall serve as Membership Chairperson, receiving all membership applications and maintaining a complete list of members' data required for the D.O.G. data base. In November of each year the Vice President will launch a membership renewal campaign by posting notices on the bulletin boards and sending emails to the membership.
3. The Secretary shall record minutes of actions taken at D.O.G Board and membership

meetings. A copy of approved membership minutes shall be posted on the park's bulletin boards. The Secretary shall conduct all general correspondence of the Club, except that dealing with dues and membership. Records shall be made available upon request by any member. In the absence of the secretary, the President shall appoint an acting secretary.

4. The Treasurer shall collect, safeguard and disperse the funds of the D.O.G in accordance with generally accepted Accounting Procedures and those Policies and Procedures by the Board, so long as they are in conformance with these by-laws. The treasurer shall cause D.O.G. funds to be deposited in an institution approved by the Board. The Treasurer's records shall be audited annually prior to February 1, by a person possessing qualified financial experience. The Treasurer shall be responsible to develop an annual operating budget and provide written monthly budget reports to the Board and to the membership at membership meetings. The Treasurer shall comply with the procedures in Article 8 – Financial.
5. The Director-at-Large (Director) The Director shall participate on any committee as directed by the President. The Director shall oversee park supplies and replenish as needed (i.e. hand sanitizer lotion, waste bags, etc.)
6. The Board shall have the authority to enter into agreements or contracts with the CA or others, so long as any expenditure is covered by the current operating funds.

ARTICLE 5 – ELECTIONS

- A. The President will appoint an Election Committee of at least three individuals from the club membership. These selections cannot be candidates running for any office.
- B. At the November general membership meeting, the Election Committee shall give its initial presentation of the slate of officers for the following January election. After the slate of nominees is read nominations may be made from the floor by any member present. Any nominee from the floor must be present, and express a willingness to serve in the position for which they are being nominated.
- C. All nominees will be posted on the D.O.G bulletin boards following the November meeting.
- D. Elections will be by written ballot at the January General Membership meeting, one ballot per membership/household. The Election Committee will check to see that ballots are given to current paid members only. The Director and Election Committee will gather and tabulate the votes with at least two members acting as monitors present as the votes are tabulated. Following the counting of the votes at the meeting, all ABSENTEE BALLOTS will be opened and added to the election results. Each officer must be elected by a majority (51%) of the votes cast for that position.

ARTICLE 6 – VOTING

Each household shall have one (1) vote and only members in good standing with the D.O.G. may vote.

It is the Board's preference that all members attend general and special meetings where voting is required to be well informed on the issues. However, if for some reason a member cannot attend a voting meeting, absentee votes will be accepted.

A. ABSENTEE Ballots

(1) Absentee ballots will be sent by mail or E-mail to all members. The Absentee ballot shall show the Officers name and mail or email address to whom the completed absentee ballots must be returned. The Member is responsible for returning the form.

(2) The Ballot must contain the following information to be valid:

(a) Name and address of member using the ballot.

(b) C.A., K.P. or FP number of said member.

(c) For an officer election, the list of all nominees for the contested offices with a line beside each name on which a vote may be marked.

(d) A blank line for write-ins.

(e) For an item or items being voted on, a statement or explanation of items being voted on, with a FOR or AGAINST response line where the voter can indicate their choice.

(3) ABSENTEE BALLOTS will be brought to the membership meeting by the Officer. The absentee ballot voters' names will be noted "AB" on the list of meeting attendees.

(4) After the membership present at the meeting have voted and their ballots have been counted by designated persons, the ABSENTEE BALLOTS will be opened and added to the votes. The final result will be announced to the membership.

(5) Absentee Ballots must be received by the Officer no later than 5 days prior to the general membership meeting.

ARTICLE 7 – MEETINGS

There shall be no less than three (3) membership meetings each year. The Board shall set the dates of these meetings and may call special meetings as needed.

A. Election of Officers membership meeting shall be held the third Wednesday of January of each year for the purpose of electing officers for the current year. Said officers to assume office of February 1st and serve through their two year term. The membership shall also vote on any other business that may arise.

B. Other general membership meetings shall be in March and November for the purpose of conducting the clubs business. November's meeting will also be for nominating

officers for the next election, approval of the next year membership fees and the budget.

- C. Members shall be notified of each scheduled or special meetings date. Notification shall be accomplished by written notice posted on the D.O.G. Bulletin board and emailed at least 10 days prior to the meeting.
- D. Members wishing to add an agenda item to any meeting must submit them in writing to the President five (5) days prior to the meeting.
- E. A quorum for any membership meeting is defined as ten (10%) of the current paid membership.
- F. All decisions shall be determined by vote according to Robert's Rules of Order.
- G. Members may request a special meeting by submitting a request in writing signed by ten (10) or more members of the club. Upon receipt of such a written request, the President must call a special meeting of the membership within thirty (30) days. Membership notification shall be made in accordance to paragraph C.
- H. The BOD shall meet on a monthly basis. This requirement may be waived by a majority of the Board if no pressing business exists. In absence of a meeting the Board may use other forms of communication to reach Board agreement on any non-financial matter or any financial matter that does not exceed two hundred dollars (\$200.00).

ARTICLE 8 – FINANCIAL

- A. There will be an annual membership fee. The fee shall be recommended by the Board each year and submitted to the membership during its normal November business meeting. A 2/3 affirmative vote of members present shall approve the fee.
- B. Membership fees paid by new members joining the D.O.G. during the last quarter of the year (October, November or December) will cover the remainder of that calendar year, and be applied to the following full calendar year.
- C. Special assessments may be required during the course of the year as determined by the Board. In this event, a Special Membership Meeting will be called by the President to vote on the matter.
- D. Each year the Board shall prepare a budget based on (1) estimated miscellaneous income, (2) estimated total income from annual membership fees, (3) estimated D.O.G. club expenses; (4) estimated Reserve for park improvements. This budget shall be presented to the membership at the November meeting for their approval. A 2/3 affirmative vote of members present shall approve the budget.
- E. The budget may be amended at any membership meeting provided the membership is

notified of said budget amendment 10 days prior to the duly called D.O.G. meeting.

- F. The Treasurer shall prepare a financial statement listing the assets and liabilities and the financial statement shall be made available monthly to the Board.
- G. Failure to adopt a new annual budget or membership fee shall result in the continuance of the budget and fee for the following year.
- H. The Board may authorize expenditures during the calendar year as long as they do not exceed the total budgeted expense for that year.
- I. Request for reimbursement for Board authorized expenses incurred by any member shall be submitted to the treasurer for payment. Any checks in excess of \$500.00 must be signed by two Board members.
- J. The Treasurer shall draft, sign and forward D.O.G. checks to the payees for expenditures authorized by the Board. In the Treasurer's absence, the President shall draft, sign and forward such checks.

ARTICLE 9 – COMMITTEES

- A. The President shall cause appropriate committees to be created subject to Board approval and the Director-at-Large will be the liaison with each Committee. Standing Committees shall include but not be limited to (1) Election Committee; (2) Event Committee; (3) Hospitality Committee
- B. The general activities of these committees are:
 - 1. Election Committee - Find qualified candidates for the Board, present its slate of nominees at the November membership meeting and conduct the Election of Officers at the January meeting. Refer to Article 5.
 - 2. Event Committee: - Shall define events during calendar, including but not limited to, support of CA events such as "Hi Neighbor", "Fun Fest" and dog show or expo as needed.
 - 3. Hospitality Committee – shall be responsible to manage the food and beverage and social activities at any membership meeting.

ARTICLE 10 – NON MEMBERS

A. A guest of a member using the park, must be accompanied by a D.O.G. member.

B. Per the Letter of Understanding between the Sun City Center Community Association (SCCCA) and the Dog Owners Group (a copy of which is posted on the bulletin boards/website at the dog park), SCCCA has granted exclusive use of the Dog Park Facilities to members of the Dog Owners Group from 8:00 AM to 5:00 PM (although members may use the park outside those hours from dawn to dusk.) SCCCA members who are not members of the Dog Owners Group are permitted to use the Dog Park before 8 AM and after 5 PM, however, non members

may NOT use any of the equipment, toys or facilities furnished and purchased by Dog Owners Group members.

ARTICLE 11 – AMENDMENTS OF THE BY-LAWS

- A. Amendments may be considered at any membership meeting providing the amendments have been endorsed by any twenty (20) members and submitted in writing to the Board or have been endorsed by the majority vote of the Board at least 4 weeks in advance of such meeting. When these conditions have been met, the president shall cause copies of amendments to be available at the meeting and have a copy posted on the D.O.G. bulletin boards at least 10 days prior to the meeting.
- B. Absentee vote will be accepted, in accordance with the procedures detailed in Article 6 VOTING.
- C. An amendment to the by-laws requires a two-thirds (2/3) vote of the members present at a duly constituted membership meeting. Absentee will be counted and their number included in the count of members present.
- D. After changes have been accepted by the membership, a copy of the updated by-laws will be provided to the SCCCA liaison for their approval and file.
- E. Approved By-Law changes shall become effective immediately unless otherwise specified.
- F. A copy of the approved by-laws will be posted on the membership website. A copy may be given to a member upon their request.

These by-laws were adopted at a duly convened meeting of the Club
on _____.

Signed: _____ Date: _____

Name: _____
Please print

DOG OWNERS GROUP AMENDMENTS

Amendment 1 - Amendment to Article 2 - Membership Suspension (amended 5/19/18 to go into effect on January 1, 2019).

As required by Dog Owners Group governing body, Sun City Center Community Association, the following bylaw for suspending/removal will be as follows:

Any member may be removed from membership in the DOG Club for cause which a majority of the members consider sufficient. The following process must be pursued to accomplish the removal of a member.

- A. The club member who recommends the removal of another member must submit the request in writing to the Executive Committee.
 - a. The letter must clearly state the reasons(s) for the proposed action
 - b. The letter must be signed by the member bringing the action.
 - c. 3. The letter must be endorsed by at least two (2) other members of the club.
- B. The member of the club may be removed from membership for cause by majority of vote of the members present at the duly constituted meeting of the club. The member under consideration for removal must be notified of the time, place and purpose of the meeting and must be allowed time to present an appeal to the members present prior to the vote. A removed member of the club may, within 30 days of removal, request an appeal hearing to the club executive committee for reinstatement of membership.
- C. After one year from the date of removed, the removed member may apply, by letter, to the Executive Committee for reinstatement. If approved by the majority vote of the Executive Committee, the reinstatement must also be approved by a majority of the members present at a duly constituted meeting of the club. Any reinstatement of this nature shall be as a new member.

Amendment 2 - Amendment to Article 3, Section D - Board of Directors (amended 5/9/18 to go into effect on January 1, 2019).

As required by the Dog Owners Group governing body, Sun City Center Community Association, the following bylaw for Board membership is as follows:

The President and the majority of the club officers and a majority of the club's board must be CA members in good standing of the CA.



Diane D Tottrup, President

3/31/2021

Date



**Director Community Association
Club Ualson**

3/31/2021