

Sun City Pet Club

Bylaws – September, 2023

Article I – GENERAL

Section A – Club Name

The name of the Sun City Pet Club is hereinafter referred to as the “Club.”

Section B – Pet Club Purpose

For Club members, the Club offers dog training classes, support, and safety education. Through meetings and events, the Club provides presentations on pet-related community opportunities.

For all Sun City residents, we provide pet-related education through media.

Section C – Bylaws Compliance

These Bylaws comply with the Association’s Governing Documents (Documents), and the Policy for Chartered Clubs (Policy). In the event of a conflict between these Bylaws and the Documents or Policy, the Documents or Policy will prevail.

The Club Executive Board reviews the bylaws periodically, and makes changes as needed.

Section D – Non-profit

This Club shall be operated as a non-profit Club in accordance with applicable statutes and the Association Documents.

Article II – MEMBERSHIP

Section A – Eligibility

Membership shall be open to any Association member and renter in good standing without discrimination as to race, religion, color, sexual orientation or national heritage.

Section B – Requirements

There shall be no precondition for membership, nor will members be required to join affiliated national, state, or regional organizations.

Section C – Guest Policy

Resident Guests – all Association members are qualified to join the Club. Until they choose to do so, they are considered resident guests and may attend up to two (2) regular meetings.

Special Club meetings announced as open to all Association members do not count toward the two (2) meeting requirement.

Non-Resident Guests – All other individuals who are accompanied by an Association member, or are otherwise sponsored by an Association member, are considered non-resident guests and do not qualify for Club Membership but may attend regular meetings.

Section D – Dues

Annual dues shall be set by a majority vote of the Executive Board. Dues are payable on a calendar year basis.

Renewing members: Dues are payable on the first day of the calendar year. Dues not paid by January 31 are considered delinquent and the member is dropped from the Club membership.

Association residents may join the Club during the year but must pay a full year of dues when they join.

Section E – Fees

The Executive Board may establish fees for participation in special activities to defray costs, as provided for in the Documents and/or Policy.

ARTICLE III – OFFICERS

Section A – Executive Board Members

The Executive Board consists of a President, Vice President, Treasurer, Secretary, Project Coordinator and Member at Large.

Section B – Executive Board Membership

All officers shall be elected by a vote of the general membership and shall serve without compensation. Officers have equal voting rights.

Section C – Terms of Office and Responsibilities

The Executive Board members shall be elected to a two-year term by a vote of the general membership as provided in Section D of this article. Executive Board members may seek re-election at the end of their term of office. The term of office begins on January 1 of the first year and ends on December 31 of the second year in office. Upon election, incoming and outgoing Executive Board members shall work together to achieve a smooth transition.

President – presides over all Club meetings and is responsible for the administration of all Club business, act as the principal liaison between the Club and the Association, appoint committees as deemed necessary by the Executive Board, and ensure financial and administrative integrity of the Club. The President must also approve the Club annual budget before submission to the Club.

Vice President – in the absence of the President, perform the duties of the President, and perform other duties requested by the President.

Secretary – keep all records and minutes of the meetings of the Membership and Executive Board. Make available approved minutes to the membership through the Club Web site. Furnish the Association with Club reports as may be necessary.

The Secretary will ensure that the records are retained for three years, and upon leaving office, will pass the records to the successor Secretary.

Treasurer – shall receive all dues and other monies paid to the Club; disburse Club funds in timely payment of all bills owed by the Club; maintain appropriate accounting records reflecting the financial transactions of the Club and its current financial condition; furnish the Association with such reports and budgets as may be called for; and report to the Membership on the financial condition of the Club at the Annual Business Meeting, and at such other times as the President may direct.

Project Coordinator – oversee and manage projects undertaken or sponsored by the Club and submit pet-related articles to the media.

Member-at-large – manage Club projects, as defined by the President and the Executive Board.

Section D – Executive Board Election Procedures

When a vacancy of a Executive Board position opens at the end of their term, a notice will be sent to all club membership asking for a volunteer to fill that position. When one or more names are submitted to the current Executive Board, a ballot will be emailed to the membership for a vote.

Section E – Vacancies and Recall of Officers

Should the office of President become vacant during their term, the Vice President will succeed to that position. Should any other office become vacant during their term, the President will fill the vacancy subject by approval of the Club Executive Board. The replacement Board member will serve until December 31 of that year, at which time they will have to seek re-election if they so wish.

ARTICLE IV – MEETINGS

Section A – Types, Frequencies and Voting Procedures

A business meeting of the Membership or Executive Board shall be held at the discretion of the Club President and Executive Board.

A quorum for actions at business meetings of the Membership shall consist of those members attending such meetings.

Section B –

The Club will use a version of Robert Rules of Order for orderly meetings.

Article V – GRIEVANCE PROCEDURES

Should a Club member have a grievance against Club policies or procedures, they should consult Section 5.2.4 in the Policy for Chartered Clubs for procedure and forms.

ARTICLE VI – FINANCIAL CONTROLS AND PROCEDURES

Section A – Financial Procedures

Financial procedures for collection, deposit, and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.

In all instances, the Policy will supersede any local Club rules or guidelines.

Section B – Expenditures

Club expenditures are approved by the President. Club allocations to non-profit organizations must also be approved by the Executive Board.

Non-Executive Club Board members may only make purchases with prior approval from the President.

ARTICLE VII – Amendments to the Bylaws

Section A Amendments to the Bylaws

Bylaw amendments require approval by the membership in a manner to be determined by the club's Executive Board.

Section B Notice, Requirement, Quorum and Procedures

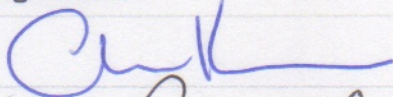
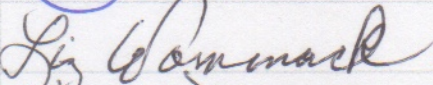
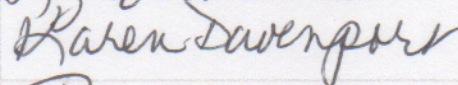
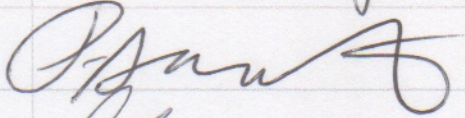
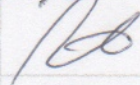
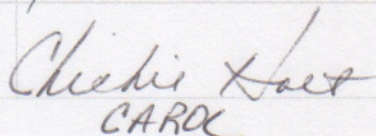
The Executive Board will determine and notify the membership when necessary.

ARTICLE VIII – DISSOLUTION

Section A – Dissolution

Upon Club dissolution, all Club assets (monies, inventory, and equipment) remain assets of the CA.

PET CLUB

Print Name	Sign Name	Position	Date
Alan Kamen		President	9-15-23
Liz Wommack		Vice President	9/15/23
Karen Davenport		Treasurer	9/15/23
Pam Sarantos		Secretary	9/7/23
Ruth Olsen		Project Coordinator	9/15/23
Chickie Holt	 CAROL	Member-at-Large	9-15-2023