

Trussville Dog Parks Auxiliary
EIN – 82-0841745

TRUSSVILLE DOG PARKS AUXILIARY BYLAWS

Founded February 2017

ARTICLE I – NAME AND PURPOSE

Section 1: Name

The name of the organization shall be Trussville Dog Parks Auxiliary. It shall be a non-profit organization incorporated under the ordinances of the City of Trussville.

Section 2: Purpose

Trussville Dog Parks Auxiliary is organized exclusively for charitable and educational purposes.

Section 3: Mission

Trussville Dog Parks Auxiliary will bring the members of our community together by establishing off-leash dog facilities for safe socialization and developing more meaningful relationships amongst the canines of the community and the community at large.

Section 4: Goals

The goals of the organization are:

- To build and operate public facilities to provide off-leash recreation for dogs and owners for the protection of our environment
- To educate the public to promote responsible dog ownership
- To raise money and awareness for specific needs within Trussville's canine community

ARTICLE II – MEMBERSHIP

Section 1: Membership

Membership shall consist of the Board of Directors, Active Members, and Sponsors/Donors. Active Members may be asked to serve on Sub-Committees as directed by the Board of Directors.

Section 2: Classifications of Membership

Board of Directors: Defined in Article III. Must be a Trussville Resident.

Active Members: Individual and family members who have paid their current annual dues and are entitled to run for and hold office, vote and speak. Must be a Trussville Resident.

Donors/Sponsors: Individuals and families who are not members but who donate to the dog park. They are not entitled to vote. Businesses who donate or sponsor are likewise not entitled to vote. Open to anyone supportive of the park, regardless of place of residence.

Section 3: Application Procedure

Members must complete the Trussville Dog Parks Auxiliary Application and submit their annual payment of \$20 to the TDPA by check, cash or electronic payment. No partial refunds for late enrollments.

Section 4: Annual Dues

Members shall pay \$20 per person per calendar year from January 1st to December 31st in order to maintain active status. Active Members who wish to run for Board election must participate in at least one major fundraiser each calendar year.

ARTICLE III- MEETINGS OF MEMBERS AND BOARD OF DIRECTORS

Section 1: Annual Membership Meeting

An Annual Membership Meeting shall be held in the first quarter of each calendar year. The meeting shall be held for the purpose of handling any business that should arise.

Election of officers shall be held on a biennial basis at the Annual Membership Meeting. Each Active Member is entitled to one vote. Voting by proxy is not allowed at any Membership Meeting.

This meeting shall be posted on the Trussville Dog Parks Auxiliary Website no less than 10 days prior to the date of the meeting.

Section 2: Board Meetings

The Board shall meet at least quarterly, at an agreed-upon time and place. Board members must attend three out of four of the quarterly Board meetings. No proxies for the Board Members are permitted.

All meetings shall be noticed 2 weeks in advance. Notice is deemed to be by vote at a prior Board meeting or via email to Board members.

Emergency meetings shall be called at the email request of over 50% of the Directors and must be noticed at least three (3) days in advance. The normal quorum requirement shall remain in effect.

ARTICLE IV – BOARD OF DIRECTORS

Section 1: Board role, Size and Compensation

The Board is responsible for the overall policy and direction of the association and for delegating responsibility to the Active Members.

The Board shall consist of five (5) core members with 2 to 4 additional elected officials. None of the Board Members shall be related by familial or business relationships.

Board members must actively participate in one major fundraiser per year.

The Board receives no compensation other than reasonable expenses.

Section 2: Terms

The term of office for Board of Directors shall be two years, but are eligible for reelection. The term begins the first day following the close of the meeting at which directors have been elected.

Section 3: Eligibility and Election Nominations

Board Members shall hold active memberships.

Active Members who wish to run for Board election must participate in at least one major fundraiser each calendar year.

Anyone wishing to hold office or nominate a person for office shall notify the Secretary by November 1st of the year leading into the subsequent annual meeting.

A proposed slate of officers will be posted on the Trussville Dog Parks Auxiliary website at least 30 days prior to the annual meeting.

Section 4: Vacancies

A vacancy in any officer's position shall be filled by the majority vote of the other Board of Directors at any Board of Directors Meeting. The newly elected officer shall fill that position for the remainder of the term of office.

Section 5: Quorum

A quorum shall be over 50% of the elected Directors. A quorum is required for business transactions to take place and motions to pass.

Section 6: Defined Positions on the Board of Directors

Additional positions may be established when deemed necessary by the Board of Directors. Each officer is entitled to one vote. The five core officials' positions are as follows:

President

- Provide leadership and direction to the Board, including, but not limited to, developing the agenda for Board and Membership Meetings, in addition to presiding at said meetings
- Responsible for ensuring that the Board and Sub-Committees fulfill responsibilities for the governance and success of the park
- Acts as a liaison amongst the Board, any paid employees, volunteers and other members
- Official representative of the Trussville Dog Parks Auxiliary and should work to maintain key relationships within the community
- All decisions must be kept unbiased and will be made for the greater good of the park and the City of Trussville
- Acts as the Corporation's agent to sign and execute all authorized documents, except in cases in which the signing and execution shall have been expressly delegated to another Board official.

Immediate Past President

- Liaison between Trussville Dog Parks Auxiliary and Parks and Recreation for the City of Trussville
- Advises and collaborates with the President to ensure smooth transitions

Vice President

- Perform the duties of the President in the absence of the President and shall assist that office in the discharge of its leadership duties
- Responsible for bringing alternative points of view to the President and other members of the Committee

Secretary

- Responsible for keeping records of Board actions
- Overseeing the taking of minutes at all Board and Executive Committee meetings
- Sending out meeting announcements
- Distributing copies of minutes and the agendas to each Board member
- Links the Committee members to the outside community while keeping confidentiality of the Committee's discussions

Treasurer

- The Treasurer shall make a financial report at each Board meeting.
- Responsible for the overall supervision of the Committee's financial future
- Review audits and take appropriate action
- The Treasurer shall chair the Finance Committee, assist in the preparation of the budget (for present and future expenditures), help develop fundraising plans and make financial information available to Board members and the public.

- Prepares and organizes efforts to obtain money for the greater good of the park and its long range plans
- Oversees all aspects of Fundraising and coordinates with the Fundraising Chair/Committee and brings proposals to the Board

The additional elected officials' positions include:

- Design & Project Management Chair
- Park Safety, Operations and Beautification Chair
- Fundraising and Events Chair
- Social Media & Web Master

Section 7: Resignation and Termination

Resignation from the Board must be in writing and received by the Secretary. A Board member may be removed for other reasons by a three-fourths vote of the remaining Directors.

ARTICLE V – COMMITTEES

Section 1: Committee Formation

Committees shall be initiated and chaired by a Board member determined by a majority vote of the Directors. Members of the public, local officials or other groups may serve on these committees. Must be a resident of Trussville.

Committees shall include but are not limited to:

- Finance
- Fundraising and Events
- Park Safety, Operations and Beautification
- Design and Project Management

Other Committees may be appointed as necessary. The Board must approve all sub-committee formations.

Section 2: Finance Committee

The Treasurer is the chair of the Finance Committee, which includes three (3) other Board members- The President, Vice President and the Fundraising and Events Chair. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans and the annual budget with staff and other Board members.

The Board must approve and all expenditures must be within budget. Any change in the budget must be approved by the Board.

All checks shall be prepared and signed by the Treasurer and require the signature of the President (or his/her designee if the President is unavailable) after ensuring that the amounts

are properly supported by documentation and within the amounts approved by the Board. This power can be delegated in writing or email to another Board member if the President is unavailable. There shall be no exceptions to the two-signature requirement.

The Treasurer shall provide a written monthly report detailing the cash inflows and expenditures along with a hard copy of the past month's bank statement with reconciling items shown that balance the bank statement to the checkbook. The monthly report will also include the same details for the petty cash fund, credit card account and PayPal account.

In addition the Treasurer shall provide a budget or financial forecast that is updated no less than semi-annually. The budget shall require approval by the majority of the Board of Directors.

Annual reports are required to be submitted to the Board showing income, expenditures and pending income.

Any two (2) Board members may request an audit, no more than twice a year. Such audit will be performed by members of the Board or by a qualified accountant at the requestors' expense.

ARTICLE VI – AMENDMENTS

These bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with the regular Board announcements.

The original bylaws were approved at a meeting of the founders on February 15th, 2017.

(Amendments/changes were approved at the Board meeting on April 2, 2018.)

I certify that the foregoing is a true and correct copy of the bylaws of the Trussville Dog Parks Auxiliary, duly adopted by the Board of Directors on April 2, 2018.

President
Cindy Underwood

Date:

Vice President
Dana N Larkin

Date: