

D.O.G. CLUB BYLAWS 2025

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., (SCCCA). The purpose shall be to:

- A. provide an off-leash facility where members' dogs can exercise and socialize with other dogs in a safe controlled environment
- B. establish regulations and procedures for the use of the park
- C. establish liaison with the SCCCA to ensure 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.

Upon signing the D.O.G. Application, you indicate that you have read, understand, and agree to the Bylaws and Rules & Regulations as posted by the D.O.G on our website and at the park.

A. General Membership:

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

Regardless of the time of day, Kings Point (KP), Aston Gardens (AG) and Freedom Plaza (FP) must be a D.O.G. member to use the park facilities. KP, AG, and FP members will be limited to ten percent (10%) of the total SCCCA D.O.G. membership. As per SCCCA rules, Kings Point members must purchase a Club Usage Card from the SCCCA in order to join the SCCCA D.O.G. Club.

Memberships are considered by households, not individuals.

All D.O.G. 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 31** each year. Annual dues/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 (effective 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 D.O.G. Club for cause which a majority of the members consider sufficient. The following process must be pursued to accomplish the removal of a member.

1. The club member who recommends the removal of another member must submit the request in writing to the D.O.G. BOARD.

(a) The letter must clearly state the reasons(s) for the proposed action, including dates, time of day, description of events, owner's information and dog description

(b) The letter must be signed by the member bringing the action.

(c) The letter must be endorsed by at least two (2) other club members.

2. The member of the club may be removed from membership for cause by a 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 fourteen (14) days to present an appeal to the members present prior to the vote.

3. A removed member of the club may, within 30 days of removal, request an appeal hearing to the club D.O.G. Board for reinstatement of membership.

4. After one (1) year from the date of removal, the removed member may apply, by letter, to the D.O.G. Board for reinstatement. If approved by a majority vote of the D.O.G. Board, 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.

ARTICLE 3 - BOARD OF DIRECTORS (Officers)

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. As required by the Dog Owners Group governing body, Sun City Center Community Association, the following rule for Board membership is as follows: The President and the majority of the club officers must be SCCCA members in good standing of the SCCCA.

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. In the absence of the secretary, the President shall appoint an acting secretary.

D. BOD elections shall be held at the general meeting each year in **JANUARY**.

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

ARTICLE 4 - DUTIES OF BOARD OF DIRECTORS:

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 Board shall have the authority to enter into agreements or contracts with the CA or others only after pre-approval from the SCCCA and so long as any expenditure is covered by the current operating funds. The officers shall perform those duties enumerated below and any others which are provided for or implied by other provisions of these by-laws:

A. PRESIDENT

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 with approval from the SCCCA Liaison.

B. VICE-PRESIDENT

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, and may appoint a membership committee who shall receive all membership applications and maintain a complete list of members' data required for the D.O.G. database. In **OCTOBER** of each year, the Vice President or Membership committee will launch a membership renewal campaign by posting notices on the bulletin boards and sending emails to the membership.

C. SECRETARY

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 general correspondence of the Club, except those dealing with dues and membership. Records shall be made available upon request by any member.

D. TREASURER

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.

E. The DIRECTOR-AT-LARGE

The Director-at-Large shall participate on any committee as directed by the President. The Director shall oversee park supplies and replenish as needed (i.e. hand sanitizer, waste bags, etc.)

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 in which they are nominated. All nominees will be posted on the D.O.G bulletin boards following the **NOVEMBER** meeting.

C. 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 Election Committee and/or Club volunteers will gather and tabulate the votes with at least two other 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 of the votes cast for that position. If there is only one nominee for each position, the President may declare the slate presented to be elected by acclamation as per Robert's Rules of Order.

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 email to all members an officer of the D.O.G. Board. The absentee ballot shall show the Officer's 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) CA, KP, AG, 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 D.O.G Board Member. The absentee ballot voters' names will be noted "AB" on the list of meeting attendees.

4. After the members 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 a D.O.G. Board Member no later than 1 day 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 in **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 Club business. The **NOVEMBER** 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 meeting date. Notification shall be accomplished by written notice posted on the D.O.G. Bulletin Board and emailed at least ten (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 percent (10%) of the current paid membership. Membership voting on a motion may take place at any meeting that has a quorum. All decisions shall be determined by vote according to Robert's Rules of Order.

F. 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 with paragraph C.

G. The D.O.G. Board of Directors 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 five hundred dollars (\$500.)

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 two-thirds (2/3) affirmative vote of members present shall approve the fee.

B. Membership fees paid by 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 to the membership may be required during 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 two-thirds (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 ten (10) days prior to the duly called D.O.G. membership meeting.

F. The Treasurer shall prepare a financial statement listing the assets and liabilities and the financial statement shall be made available to the Board Officers at each meeting of 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 five hundred (\$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

The Election Committee shall 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 **Elections-Article 5**.

2. EVENT COMMITTEE

The Event Committee shall define events during the calendar year, including but not limited to, support of CA events such as "Hi Neighbor", "Fun Fest" and any dog show or expo as needed.

3. HOSPITALITY COMMITTEE

The Hospitality Committee shall be responsible to manage the food and beverage and social activities at a member meeting.

ARTICLE 10 - NON MEMBERS

A. A human 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 (D.O.G.), a copy of which is posted on the bulletin board/s 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 paid members (aka Limited Members) of the Dog Owners Group are permitted to use the Dog Park before 8:00AM and after 5:00pm (EST) **ONLY**, or after 6:00 PM (EDT) provided they have submitted an application and meet all vaccination requirements. Limited Members will be given a BLACK dog tag that must be displayed on the dog(s).

ARTICLE 11 - AMENDMENTS OF THE BYLAWS

A. Amendments may be considered at any duly constituted 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 four (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. Removal of Amendments requires the same procedure as above.

B. Absentee vote will be accepted in accordance with the procedures detailed in **VOTING, Article 6.**

C. An amendment to the bylaws requires a two-thirds (2/3) vote of the members present at a duly constituted membership meeting. Absentee ballots will be counted and their number included in the count of members present.

D. Prior to any bylaw changes that will be voted on by the membership, a copy of the updated bylaws will be provided to the SCCCA liaison for their approval.

E. Approved Bylaw changes shall become effective immediately unless otherwise specified.

F. A copy of the approved SCCCA Bylaws 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 SCC D.O.G. Club on

_____ to become effective on _____.

Signed, D.O.G. Board Officer: _____
(Please print name): _____ Date Signed: _____

Signed, CA Club Liaison: _____ Date Signed: _____
(Please print): _____