

BY-LAWS

Dog Lovers Club at Kings Point

ARTICLE 1 – DEFINITIONS

“**Dog Lovers Club @ Kings Point**” (hereinafter referred to as “**DLCKP or DLC**”) is the name of the Club that owns and manages the Dog Park located in Kings Point.

“**Kings Point**” (hereinafter referred to as “**KP**”) is a 55+ gated retirement community in Sun City Center, FL.

“**The Federation**” (hereinafter referred to as “**Federation**”) is the entity that provides services for all Associations in Kings Point and is the final resolution source for any issues that arise at the Dog Park.

“**Vesta**” (hereinafter referred to as “**Vesta**”) is the Facilities Management Company charged by the Federation Board with the responsibility of ensuring that all clubs are compliant with the Rules and Regulations, Articles of Incorporation & Bylaws of the Kings Point West Recreational Rules Association, Inc. documents. Vesta oversees all sanctioned clubs, requiring approval of any function requiring an admission fee and submission of specific annual reports by all clubs to the KPCH business office.

“**Master Association**” (hereinafter referred to as “**The Masters**”) is the entity that holds the lease on the property from ClubLink Corp. that has been assigned to the Dog Park. Any improvements to the property must be approved through the Master Association who in turn obtains confirmation from ClubLink Corp.

“**Board of Director**” (hereinafter may be referred to as (“**BOD**”))

“**Sanctioned Club**” in Kings Point is defined by Vesta as a group of people who share similar interests that gather for formal meetings, functions, events and activities.

- Sanctioned clubs are permitted to charge membership dues
- Sanctioned clubs are permitted to hold functions that charge an admission fee to cover the costs of basic supplies, decorations, food/beverage, entertainment, etc.
- Sanctioned clubs can book space in clubhouses without paying room rental fees

ARTICLE 2 – ORGANIZATION NAME

The name of the organization shall be the Dog Lovers at Club at Kings Point, (hereinafter referred to **DLCKP or DLC**) a 501c3 not for profit organization committed to assisting the residents of Kings Point, a 55+ gated community located in Sun City Center, Florida.

ARTICLE 3 – PURPOSE

The purpose of the DLCKP shall be to operate a self-funded fenced off-leash dog park for residents and owners of property in Kings Point. Where dogs can run free and exercise in a clean safe environment without endangering people, property or wildlife. It is designed as a well maintained space whose membership is open to dog lover families who are willing to uphold the park's rules and regulations and to work to promote responsible dog ownership and the protection of our environment. To support the health and well-being of dogs and their owners through education and off-leash recreation. A dog park is an important community asset that offers physical and sociological benefits.

ARTICLE 4 – ORGANIZATION

1. Board of Directors (BOD)

- a. DLCKP shall be directed by a board of directors to include four (4) Executive Directors consisting of President, Vice-President, Treasurer and Secretary and up to an additional seven (7) Directors may be added as needed to operate and maintain the organization including the park.

2. Duties of the Board of Directors

- a. The Board of Directors shall determine the policies, rules and activities appropriate to carry out the purposes of the DLCKP. The Board of Directors shall establish such committees and appoint such committee chairs and committee members as it deems necessary and proper to carry out the purposes. The Board of Directors shall have fiscal responsibility for the DLCKP and has the responsibility and authority to approve all contracts and expenditures.

3. Fiscal Year

- a. The fiscal year of DLCKP shall begin on January 1 and end on December 31 of each calendar year.

4. Compensation and Bonding

- a. All Board of Directors, and committee members shall serve without compensation, except that such individuals may be reimbursed for reasonable expenses incurred in the performance of their duties. No member of the Board of Directors shall be required to be bonded.

5. Resignation of Director

- a. Any Director may resign at any time by delivering written notice to the President or the Secretary or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein.

6. Removal of Director

- a. A Director may be removed only when there is sufficient cause for such removal. This recommendation should come in writing from any member or board member. The BOD shall hold a meeting at which the director in question shall be heard. A Director shall be provided with not less than thirty (30) days written notice that the Board, upon a majority vote, has placed the question of that director's removal on the agenda of a regular or special meeting of the Board. A Director may be removed by a vote of not less than two-thirds of the members of the BOD. Grounds for removal shall include the following
 - i. Failure to comply with the provisions of Section 1 and 2 above
 - ii. Failure to attend three (3) consecutive meetings of the BOD

Article 4 - Organization continued:

- iii. Repeated failure to comply with Dog Park rules
 - iv. Other conduct that is deemed inappropriate by the Board of Directors and are inconsistent with the policy of the Board Members set forth in Article six (6) Duties of the Executives Directors
- b. Upon removal, the BOD shall appoint an acting Director replacement in accordance with Article seven (7) Elections of Directors, Number, 3 Vacancies.

ARTICLE 5 – TERM OF OFFICE

Initial start up Terms shall be as follows: Vice President and Treasurer shall be replaced in the 3rd year of operation; President and Secretary in the 4th year. **Thereafter**, all terms will run for two years. And all Directors shall be elected for a term of two years, and shall remain in office except as outlined in Article four (4) .5, Resignation of Director and .6, Removal of Director. There shall be no limit on the number of terms a member may serve as a director.

ARTICLE 6 – DUTIES OF EXECUTIVE DIRECTORS

The BOD shall establish Rules, policies and procedures and Regulations for the use of the Dog Park, and Policies and Procedures by which the Board shall operate. 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 have the following duties:

- a. Preside at all meetings of the Board of Directors and membership meetings, following Robert's Rules of Order .
- b. Direct the Secretary to schedule BOD and Member meetings, and provide agenda items to the Secretary to prepare.
- c. Enter into and sign all contracts and other legal obligations upon proper authorization of the BOD.
- d. Present a summary of the prior year's activities at the annual meeting of members.
- e. Countersign all disbursements with the Treasurer, or with the Vice President in the absence of the Treasurer, for amounts in excess of Five Hundred Dollars (\$500).
- f. Be authorized to deposit and disburse funds of the DLCKP in the absence of the Treasurer for legitimate purposes, subject to the requirement to have two signatures for disbursements in excess of \$500.
- g. Appoint chairs and members of all committees established by the BOD.

2. The Vice President shall have the following duties:

- a. Perform the duties of the President in the absence of the President.
- b. Serve as the parliamentarian at all meetings.
- c. If the President is unable to complete the elected term of office, serve as President for the balance of the unexpired term.

Article 6 - Duties of Executive Directors Continued:

- d. Perform other duties as assigned by the President or by the BOD.
 - e. Shall serve as membership chairperson, receiving all membership applications and maintain a complete list of members data required in a database. The Vice President with the help of the BOD to promote a membership renewal campaign by posting notices on the bulletin boards, mailing and/or emailing to the membership.
- 3. The Secretary shall have the following duties:**
- a. With contribution from any Director, organize Agenda for all meetings and record a written record of all meetings. To include monthly BOD, General and Annual meetings. Distribute the General and Annual minutes to all members of the DLC as soon as possible after the said meetings. Maintain and keep safe all Meeting Records.
 - b. Serve as corresponding secretary for DLC as requested by the President or the BOD.
 - c. Assist the Vice President by managing the membership database
 - d. Prepare ballots and other necessary documentation for the use of directors and members.
 - e. Perform such other duties as assigned by the President or by the BOD.
- 4. The Treasurer shall have the following duties:**
- a. Be entrusted with and have custody of all funds of DLCKP and keep and maintain an accurate record of all receipts and expenditures.
 - b. Deposit and disburse funds of the DLCP
 - c. Sign all checks and other evidence of payment by DLCKP at the direction of the BOD.
 - d. Obtain the signature of the President, or of the Vice President in the absence of the President, on all disbursements in excess of Five Hundred Dollars (\$500).
 - e. Establish and maintain accounts in such financial institutions as directed by the BOD.
 - f. Present financial reports to the BOD and to the members as directed by the BOD. An annual financial report shall be made available to the members no later than February 15 for the prior fiscal year.
 - g. Prepare, subject to approval by the BOD, a budget for the following fiscal year.
 - h. Ensure that the organization retains its non-profit status with the State of FL.
 - i. Make sure liability insurance is in effect annually.
 - j. Assist the Vice President in depositing and recording the membership fees collected.
 - k. Invest funds as directed by the BOD.
 - l. Order equipment and materials as directed by the BOD, such as annual dog membership tags.
 - m. The Treasurer's records shall be audited annually prior to February 1 each year, by a third party possessing qualified financial experience.
 - n. Perform such other duties as assigned by the President or by the Board of Directors.

ARTICLE 7 – ELECTION OF EXECUTIVE DIRECTORS

1. Nominations and Election Committee

- a. The DLC Board of Directors shall annually appoint an Election Committee, consisting of a minimum of two (2) to three (3) DLC members along with one Board Member to help oversee the Election process up to and including counting the votes at the Membership's Annual Meeting. The BOD will accept Nominations for open Board positions via email, verbally or written from any KP resident and CLC member who is in good standing. Only members may be nominated for any elected office.

2. Elections

- a. Elections of executive directors shall be by secret ballot. Only Members shall be permitted to vote, electronically, in person or by absentee ballot. See Article 8 - Voting. The nominee receiving a majority of votes shall be declared as elected to that office.

3. Vacancies

- a. All vacancies in elected positions shall be filled by appointment by the remaining Directors, except that a vacancy in the office of President shall be filled by the Vice President. In the event of a vacancy in the offices of both President and Vice President. Any person appointed by the Board of Directors to fill a vacancy shall serve until the expiration of the term or until the next annual meeting of the membership, whichever occurs first. Any person elected by the remaining Board members to fill a vacancy shall service the expiration of the original term.

ARTICLE 8 - VOTING

Each member household shall have one (1) vote and only members in good standing can vote. It is preferred Members attend the November Election Meeting, however, if you are unable to attend, you must following the Absentee Voting procedure as outlined below:

1. Voting Process and Procedure

- a. All ballots must contain the following information to be valid
 - i. Member name with their dog name and tag # (this is to ensure only DLC member household is voting)
 - ii. The list of all nominees for the contested offices with a line beside each name on which a vote may be marked
 - iii. If applicable item or items being voted on, a statement or explanation of the item or items being voted on, with a FOR or Against response line where the member/voter may indicate their choice.
- b. Ballot form will be emailed to members with an email address. Paper Ballots will be available at the Annual Meeting for any member attending the meeting who does not have an email address, and Ballot may be completed at the

Article 8 - Voting continued:

Annual Meeting meeting.

- c. Members with emails address are responsible for returning their electronic Ballot form

2. Absentee Voting

- a. Any member who is unable to attend the Annual Meeting and who does not have an email address for electronic voting, must contact a board member to request an Absentee Ballot form to be mailed to them
- b. Absentee Ballot form must contain the following information to be valid, member name with their dog name and tag #
- c. Absentee Ballots must be returned five (5) days prior to the November Election Meeting
- d. Members are responsible for returning their Ballot form

3. Counting of the Election Ballots

- a. A random selection of 1 or 2 members attending the meeting along with the election committee shall at the meeting count all ballots including absentee ballots.
- b. After all the votes have been counted and verified to be DLC members, the final results will be announced at the Election membership meeting.

ARTICLE 9 – MEMBERSHIP

1. General Membership

- a. Membership is open to all residents and property owners of Kings Point in good standing, upon payment of the DLCKP member dues in accordance with **Article 10 Dues**.
- b. Membership is by household not by individual or the number of dogs in the household.
- c. Each year a new dog tag will be issued to each dog registered by its owner upon payment of the annual club dues. The tag must be visible while visiting the park, either on the dog's collar, harness or leash.
- d. Each year Members are required to have their dog(s) inoculated for rabies and any other inoculations that are required by Hillsborough County and **proof of such inoculations** must be provided at the time of membership registration and annual payment. Members are also required to provide updated Rabies inoculations certifications upon expirations of Rabies certificate.
- e. Due to the inoculation requirement, no visitors (or their dog(s)) will be permitted in the park.
- f. While at the park, DLC members must show their KPID if requested
- g. Memberships expire December 31st each year. .
- h. The membership year is January 1 through December 31. Dues shall be

Article 9 Membership continued:

Payable by December 31 each year. Members whose dues remain unpaid as of January 31 will be removed from the membership.

- i. Annual Membership fees are not refundable

2. Auxiliary Membership

- a. Defined as a Kings Point Resident or property owner without a dog, and would like to be involved with the DLCKP club. Auxiliary members would follow the same rules and bylaws as a general membership and would be allotted the same benefits as general membership to include running for an open director position if desired.

3. Membership Suspension

- a. Any member or a member's dog may be suspended from membership in the DLCKP for cause. Suspension of park privileges shall be done only by a majority vote of the Board.
- b. Procedure - A club member who recommends the removal of another member or member's dog must submit the request in writing to the BOD. Cause for removal shall include, but not be limited to, disruptive behavior of the member or their dog(s); failure to abide by the rules and regulations of the dog park, destruction of park property etc. Incident reports are available on the DLC website, any board member and DLC Facebook page.
 - i. The Incident report must clearly state the reason (s) for the proposed action
 - ii. The Incident report must be signed by the member bringing the action.
 - iii. The letter must be signed by at least two (2) other members of the club, witnessing the behavior being reported
- c. Depending on the severity of the violation, the BOD may elect to issue a verbal warning before initiating membership suspension.
- d. Member suspension Notification
 - i. No later than 10 days after receipt of complaint, the Board shall convene a special meeting with the member under consideration for suspension to review the complaint. The Board shall notify the member at least 3 days prior to the meeting date. The member will be allowed time to present evidence as to why the suspension or termination shall not take place. 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. If membership is suspended or terminated for violation of the rules, there shall be no refund of any membership dues.
- e. Membership Reinstatement
 - i. After one year from the date of suspension, the suspended member may reapply, by letter to the DLCKP Board for reinstatement for themselves and their dog. If the Board agrees and votes for the reinstatement, the Board shall post the member's reinstatement request on the park's bulletin board for a 10 day 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

Article 9 Membership continued:

decision on the member/dog reinstatement and post that decision on the bulletin board. The reinstated member shall be required to pay the current year's dues.

ARTICLE 10 DUES

1. Annual review of Dues

- a. will be reviewed by the BOD and be set for the following years membership fees as deemed appropriate to cover the operational costs of the dog park and club's needs as the club grows and improves amenities.

2. Membership Renewal

- a. Members may begin to pay their Membership renewal as of 10/1 of current year and will be active through the following year.

3. New Members

- a. New Members joining as of 10/1 or after of the current year will include October, November and December of the current year and January 1 through December 31 of following year.

ARTICLE 11 DOG PARK RULES

1. Dog Park Rules

- a. The Board of Directors shall adopt rules for the operation of the dog park. These rules must be adopted by $\frac{2}{3}$ majority of the BOD

2. Posting of Dog Park Rules

- a. Dog Park Rules must be posted at the entrance(s) of the park and may be at other locations visible to members using the park.

3. Violation of Dog Park Rules

- a. Violation of Park rules may serve as grounds for assessments or for suspension or termination of membership privileges as specified in the rules.
(See Article 9 - Membership)

ARTICLE 12- MEETINGS

1. There shall be no less than two (2) membership meetings each year. The Board shall set the dates of these meetings and may call special meetings as needed.
2. Election of Executive Directors at a membership meeting which shall be held in November each year for the purpose of electing the officers for the current year and said officers will assume office on January 1 and serve through their two year term. The membership shall also vote on any other business that may arise.

Article 12 - Meetings continued:

3. Another General membership meeting shall be scheduled in April, for the purpose of conducting the club's business.
4. Members shall be notified of each scheduled or special meeting date. Notification shall be accomplished by written notice posted at the dog park and by email distribution at least ten (10) days prior to the meeting.
5. A quorum for any membership meeting is defined as ten (10%) of the current paid membership
6. Members wishing to add an agenda item to any meeting must submit them in writing to
7. the President five (5) days prior to the meeting.
8. All decisions shall be determined by vote according to Robert's Rules of Order
9. 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 five hundred dollars (\$500.00)
10. **Order of Meetings Per Robert's Rules of Order**
 - a. Roll Call
 - b. Call to order
 - c. Approval of last meeting minutes
 - d. Executive Directors Reports
 - i. President Report
 - ii. Vice-President Report
 - iii. Secretary Report
 - iv. Treasure Report
 - e. Old Business
 - f. New Business
 - g. Director Reports
 - i. Fundraisers
 - ii. Membership
 - iii. Park Maintenance

ARTICLE 13 - FINANCIAL

1. Each year the Board shall prepare a budget based on
 - a. Estimated Miscellaneous income
 - b. Estimated total income from annual membership fees
 - c. Estimated DLC expenses
 - d. Estimated Cost for park improvement
2. The Budget shall be presented to the membership at the November meeting for their approval, for the following year's projected budget. A majority affirmative vote of members present shall approve the projected budget
3. The annual membership fee shall cover the clubs operational expenses. The fee amount shall be recommended by the board each year and submitted to the membership during its normal November annual meeting. A $\frac{2}{3}$ affirmative vote of members present shall approve any fee change.
4. Failure to adopt a new annual budget or membership fee shall result in the continuance

Article 13 - Financial continued:

of the budget and fee for the following year.

5. The Treasurer shall prepare a financial statement listing the assets and liabilities and the financial statement shall be made available monthly to the Board.
6. The BOD may authorize expenditures during the calendar year as long as they do not exceed the total budgeted expense for that year.
7. Request for reimbursement for Board authorized expenses incurred by a member shall be submitted to the treasurer for payment. Any checks in excess of \$500.00 must be signed by two Board members
8. The Treasurer shall draft, sign, and forward DLCKP checks and or electronic payments to the payees for expenditures authorized by the Board. In the Treasurer's absence, the President shall draft, sign and forward such checks or electronic payments.
9. 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.

ARTICLE 14 – COMMITTEES.

1. All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of one year or less.
2. The committees/volunteers and their activities shall include and not be limited to:
 - a. Membership / Compliance
 - b. Event and Fundraising
 - c. Education
 - d. Park Maintenance

ARTICLE 15 – Non - Resident

Non-residents of Kings Point are not permitted to use the park.

ARTICLE 16 – SANCTIONED CLUBS RESPONSIBILITY TO FACILITIES MANAGEMENT

1. Annually, the BOD must provide to the Facilities Management Company the Documents:
 - a. List of Club Directors, their term, election date and address within 10 business days of the election of new Executive Directors
 - b. Club By-Laws
 - c. Documentation of Membership records
 - d. Voided Check from the Club bank account and a bank statement in the club's name.
2. On an on-going basis the following must be provided to the Facilities Management Company within 10 business days of each function where admission or fee was charged
 - a. Special Events Profit/Loss Statement

**ARTICLE 16 – Sanctioned Clubs Responsibility to Facilities Management
continued:**

- b. Receipts and contracts of any expenses over \$100 for each function

ARTICLE 17 – AMENDMENTS OF THE BY-LAWS

1. Amendments to these By-Laws shall be adopted by two-thirds (2/3) vote of the members present at General or Annual meeting. Members shall be given written notice of the By-Law changes prior to the meeting. Upon approval by the members the By-Laws shall become effective.

2. These By-Laws and all amendments or additions thereto shall not become effective until approved.

These By-Laws were adopted and approved on _____, 20__.
(Date)

(Vice President's Signature) (Vice President's Printed Name)

(President's Signature) (President's Printed Name)

One signed copy is to be sent to the Amenities Management Company in the KPCH Business Office