

BY-LAWS OF DOG PARK FUNDRAISING COMMITTEE

Approved on February 20, 2018

ARTICLE I: ORGANIZATION

1. The name of the Great Oak Park subcommittee dealing with the proposed dog park shall be called the **Dog Park Fundraising Committee**.
 - a. The **Dog Park Fundraising Committee** may at its option change its name by a simple verbal vote as long as three-fifths of the membership in attendance approve. The name change must also be approved by the Great Oak Park Committee.
 - b. For further reference throughout this bylaws document, the **Dog Park Fundraising Committee** may be referred to as the “committee” or the “dog park committee”. The officers of this committee, outlined in Article VII, shall be known as the “Executive Board”.
 - c. Committees formed under the auspices of the **Dog Park Fundraising Committee** shall be known as “subcommittees” and may take on an appropriate name related to their task by the Chairman of said subcommittee and the **Dog Park Fundraising Committee** Chairman. Said subcommittees shall follow Robert’s Rules of Order when conducting business, with stipulations and duties outlined in this bylaws document superseding Roberts’ Rules when applicable. If a subcommittee is unsure of a process, the Chairman of said subcommittee shall request guidance from the **Dog Park Fundraising Committee** Chairman.
2. The committee shall have a logo or seal approved by a majority of the committee membership.

ARTICLE II: PURPOSE

The **Dog Park Fundraising Committee** shall work to raise money, make connections locally, regionally, and nationally, create plans and proposals, inform and persuade the public on its mission and goals, and see to completion the work involved to build a dog park in the Borough of Oakland.

ARTICLE III: OFFICERS, MEMBERSHIP & REQUIREMENTS FOR OFFICE

1. Eligible voting membership year-round in the committee shall consist of: four (4) Executive Board members (Chairman, Event Coordinator, Secretary, and Treasurer) and five (5) regular committee members - to create a nine (9) total member committee. Original members may vote to expand regular committee membership if desired to create a committee with a total of no more than fifteen (15) members.
2. This total fundraising committee shall have the ability to approve non-committee members to be members of various subcommittees. These committee approved subcommittee members shall be eligible to run for an Executive Board position or a regular committee member position if they fit the qualifications and are eligible to vote in the January elections for all committee positions (Executive Board and regular member positions).
3. The Great Oak Park Committee Chairman shall appoint a liaison at the start of each year to attend the meetings of the dog park committee but said liaison shall not be allowed to vote.
4. There shall be no dues requested by any member of this committee.
5. Should a member miss more than two (2) consecutive dog park committee meetings and/or more than three (3) dog park committee meetings in a year and/or more than three (3) subcommittee meetings in a year (if applicable), the member may be removed by a majority vote of committee members.
6. The **Dog Park Fundraising Committee** Executive Board positions shall be established as the following with the duties, responsibilities, and requirements accompanying each role:
 - *Chairman*
 - *Event Coordinator*
 - *Secretary*
 - *Treasurer*

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- **The Chairman shall:**

- Have been involved serving on the Dog Park Fundraising Committee in the pre-bylaws committee period (Summer 2017-Winter 2018) and/or have been involved serving on the Dog Park Fundraising Committee for over one full year as an Executive Board member in order to qualify for this position.
- Reside in the Borough of Oakland or have a business interest within the Borough of Oakland.
- Preside and lead dog park committee discussion at all meetings unless absent
- Unless stated elsewhere in this bylaws document or found in Robert's Rules of Order, the Chairman shall only be permitted to cast a vote in the event of a tie in a dog park committee meeting. The Chairman shall be allowed to cast a vote on any subcommittees he or she is a part of.
- Have a major role in subcommittees as laid out in Article VIII of the Bylaws
- Work with Secretary to create an agenda for each meeting
- Meet with and communicate with appropriate business and governmental persons or entities on behalf of the Dog Park Fundraising Committee.
- Run the social media and other online accounts for the dog park efforts
- Run/Have access to the committee email along with the Secretary
- Attend a majority of the Great Oak Park Committee meetings and attend at least one Sports Association of Oakland (SAO) meeting every year.
- Perform all other duties listed and suggested in the bylaws and powers listed in Robert's Rules of Order that do not contradict anything described in this bylaws document.

- **The Event Coordinator shall:**

- Have been involved serving on the Dog Park Fundraising Committee in the pre-bylaws committee period (Summer 2017-Winter 2018), and/or have been involved already serving on the Dog Park Fundraising Committee for at least one full year as an Executive Board member, and/or is a regular committee and/or subcommittee member in order to qualify for this position.
- Reside in the Borough of Oakland or have a business interest within the Borough of Oakland.
- In the event of the absence or inability of the Chairman, the Event Coordinator shall become acting Chairman of the committee with all the rights, privileges and powers as if he/she had been the duly elected chairman
- Serve as a voting member on all subcommittees dealing with any type of event or anything having to do with fundraising
- Notify the Dog Park Fundraising Committee about possible events the committee can hold and provide suggestions on how it can be conducted, and informs the Committee as to the status of events being planned and events recently held.
- Create, manage, and keep up-to-date a calendar of all events for the committee and subcommittees to have access to and view, for the Great Oak Park Committee to view, and for the Sports Association of Oakland (SAO) to view. When applicable, such events that are open to the public should also be brought to the Borough's attention for their knowledge, publication, and promotion on the local cable channel, the Borough website, the Borough calendar, and other print or digital Borough publications.
- Be the point person and lead organizer, promoter, and planner on anything pertaining to events the Dog Park Fundraising Committee will hold.
- Communicate with the SAO about events at least two months in advance that are planned to held which will require the SAO's services or name being used.
- In the event of the absence or inability of the Chairman or the Event Coordinator, the Event Coordinator shall become acting Chairman of the committee with all the rights, privileges and powers as if he/she had been the duly elected chairman.
- Perform all other duties listed and suggested in the bylaws

- **The Secretary shall:**

- Have been involved serving on the Dog Park Fundraising Committee in the pre-bylaws committee period (Summer 2017-Winter 2018), and/or have been involved already serving on the Dog Park Fundraising Committee for at least one full year as an Executive Board member, and/or is a regular committee and/or subcommittee member in order to qualify for this position.
- Reside in the Borough of Oakland or have a business interest within the Borough of Oakland.

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- Be in charge of taking meeting minutes, distributing meeting minutes to members and appropriate persons and entities. Copies of minutes should be available to all committee members within seven (7) days by electronic or print means.
- Be in charge of creating meeting agendas and distributing meeting agendas to members and appropriate persons and entities.
- Be in charge of creating documents on behalf of the committee, which include but is not limited to, letters of thanks, support letters, formal request letters, and vendor forms. Secretary must then also be sure to receive approval from the committee Chairman and any other applicable Executive Board member pertaining to the document. If a document is to be sent out on behalf of the entire committee and/or a subcommittee, a vote to approve that request will be required from that body.
- Communicate with the Sports Association of Oakland (SAO) if their name is to be used or referenced in any document.
- Perform all other duties listed and suggested in the bylaws and powers listed in Roberts Rules of Order that do not contradict anything described in this bylaws document.

● **The Treasurer shall:**

- Have been involved serving on the Dog Park Fundraising Committee in the pre-bylaws committee period (Summer 2017-Winter 2018), and/or have been involved already serving on the Dog Park Fundraising Committee for at least one full year as an Executive Board member, and/or is a regular committee and/or subcommittee member in order to qualify for this position.
- Reside in the Borough of Oakland or have a business interest within the Borough of Oakland.
- Be responsible of all monies belonging to the committee and shall have the care and custody of all monies belonging to the committee
- Provide a written and verbal report at every committee meeting as to the monies spent, monies collected, and monies in the dog park account
- Be responsible for collecting donations at all events (Unless a temporary individual is approved by a majority of the Executive Board due to the inability of the Treasurer to attend said event. Individual must then turn over all funds to the Treasurer as soon as possible.) and collect donations found in “Dog Park for Oakland” fundraising box locations at least once a month.
- Make at least one deposit every two months into the bank account maintained by the Sports Association of Oakland (SAO) on behalf of the Dog Park Fundraising Committee if there are funds that can be deposited.
- Be in good standing with and have quality and continuing communication with the Chairman and the Treasurer of the SAO to ensure finances are in order and are clearly and transparently known to all Dog Park Fundraising Committee members.
- Attend at least one Sports Association of Oakland (SAO) board meeting every year to inform all of their members of the current financial status of our account and to answer any questions they may have.
- Be the liaison between the dog park committee and the Sports Association of Oakland’s Treasurer in handling deposits and withdrawals and other fiscal matters.
- Perform all other duties listed and suggested in the bylaws and powers listed in Robert's Rules of Order that do not contradict anything described in this bylaws document.

● **Regular Committee Members shall:**

- Have been involved serving on the Dog Park Fundraising Committee in the pre-bylaws committee period (Summer 2017-Winter 2018) and/or have fulfilled the requirements in serving as a subcommittee member.
- Follow and abide by the attendance policy set forth in these bylaws.
- Be engaged and an active participant in the different discussions, communications, and activities during meetings, outside of meetings, and in subcommittees.
- Reside in the Borough of Oakland or have a business interest within the Borough of Oakland.
- Perform all other duties listed and suggested in the bylaws.

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2. No committee member shall for any reason be entitled to receive any salary or compensation, but committee members may receive credit for their work, for example, by naming their position in a resume, a newspaper article, or at other times when reasonable.
3. Executive Board officials can be removed with just cause by a three-fourths majority vote at a meeting where previous notice has been given and the official in question has been properly notified as to the intent to remove him or her at said meeting.

ARTICLE IV: MEETINGS

1. The **Dog Park Fundraising Committee** shall meet on a consistent day of week, time of day and location designated by the Chairman and agreed upon by a majority of committee membership, preferably at the reorganization meeting in January. The date, time, and place of meetings shall be posted publicly via electronic means and shared with the Borough Clerk at least two days in advance by the Secretary.
 - a. If there is a scheduling conflict with the meeting location venue, at least half of the Executive Board, or if such day be a legal holiday or weather emergency, in that event, the Executive Board must choose another appropriate day to conduct a meeting and inform membership and the public at least five (5) days before rescheduled meeting day and time.
 - b. In total, the **Dog Park Fundraising Committee** shall hold approximately six to nine (6-9) meetings per year. Subcommittees shall hold at least one (1) meeting every other month.
2. The Secretary shall make a significant effort to alert every dog park committee and subcommittee member, as well as the public, any information necessary in order to attend the meetings. The meeting date, time, and location must be made aware to the entire committee membership and the public at least four days in advance of the meeting.
3. If attendance at a scheduled dog park committee meeting is limited to just members of the Executive Board, as long as there is still a quorum, it shall still be considered an official dog park committee meeting and would count towards the number of committee meetings that must be held per year.
4. Minutes shall be taken by the Secretary about what was discussed, if any important ideas were raised, and what the vote totals were during any voting procedure during all meetings. If the Secretary is not in attendance for any reason, then all notes shall be taken by the Event Coordinator and provided to the Secretary soon after the conclusion of the meeting.
 - a. Meeting minutes do not, and should not, be word for word as to what was discussed. However, a sense of what occurred at the meeting should be recorded to be available for future reference and for absent committee members to fully understand what was discussed, debated, and voted upon to then be able to take part in knowledgeable and accurate discussion at the next committee meeting. The Secretary should consult with the Executive Board members as to how notes should be taken and where the meeting notes should be published and/or made available to membership and the public.
5. It is the responsibility of the Chairman to work with the Secretary to create a meeting agenda in regards to what topics will be discussed, and the agenda should be made available to all committee membership at least 24 hours in advance of the next committee meeting.
6. A portion of each committee meeting shall be open for public comment. The dog park committee reserves the right to close the public portion of the meeting and continue the regular meeting for time purposes and has the right to set time limits for each public speaker. The Secretary shall note in the minutes each public speaker's name, street address, and title (if applicable). The Secretary shall also make note if no public attended the meeting.
7. A simple majority of the dog park committee membership present in person or by other communication means shall constitute a quorum for transaction of business.

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8. All actions taken by the committee shall be by simple majority unless otherwise stated in these bylaws. All committee members shall have one (1) vote, however the Chairman shall not be permitted to vote unless there is a tie.
 - a. Members of the committee and subcommittees who are physically absent from any meeting shall be allowed to vote, and also be counted as present if he or she is communicating their voting preference over the phone or by a telecommunications application (i.e. FaceTime, Skype, etc.) and is actively listening and/or participating for at least a third of the total meeting time.
 - b. Members shall not be permitted to cast a vote nor be counted as present if an attempt is made to vote by physical or digital written means or if a member simply casts their vote by a telecommunications application (i.e. FaceTime, Skype, etc.) and ends any further participation in the meeting.
 - c. Members may not appoint a substitute individual/s to vote in their place or carry any of the rights and privileges that come with being a member of the committee. However, members may send a substitute to simply attend as a member of the public.
9. Conduct of meetings shall be determined by Roberts Rules of Order unless contradicted by these bylaws, in which case, these bylaws will supersede Robert's Rules of Order.
10. Emergency meetings may be held if necessary at the discretion of the Chairman and/or if a majority of the Executive Board deems it to be necessary. Notices of such emergency and special meeting information must be made by the Secretary to all committee members in writing (print and/or digital) at least three (3) days before the requested special meeting date.
 - a. Notices shall state the reasons that such meeting has been called, the business to be transacted at such meeting, and by whom it was called. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.
11. The annual membership election and installation meeting of this committee shall be held in January.

ARTICLE V: VOTING PROCESS AND PROCEDURES

1. An announcement must be made at a committee meeting in November or December that an election will be held at the first scheduled meeting in January to hold elections for Executive Board and for regular committee spots. The Secretary shall make sure that the announcement be published on the Borough of Oakland website, the Dog Park Facebook and website, and sent in an email to all current committee and subcommittee members. The announcement should advise that interested and qualified persons that wish to run for an Executive Board or committee position should prepare a small statement and be willing to answer any questions from eligible voting members at the January reorganization meeting, as the election will take place at that meeting.
2. Current Executive Board members, current regular committee members, and subcommittee members who have served at least three (3) months on said subcommittee are all eligible to vote in elections provided they have not broken any of the attendance guidelines and any other bylaws rule or policy.
3. At the next scheduled meeting, those wishing to serve on Executive Board or as a regular committee member will be allowed time after the pledge is taken to communicate with all present. After candidates for Executive Board positions have had their time, a private vote shall be held by the eligible voting members present. The votes, which can be recorded electronically or by paper ballot, shall be tabulated by the Secretary and the Great Oak Park Committee liaison. The results shall be tallied and announced immediately after voting has concluded and elected Executive Board members shall be installed and seated immediately.
 - a. After Executive Board members are seated immediately following the election, those wishing to serve on the committee as regular members shall be allowed time to communicate with all present. After candidates for the regular committee positions have had their time, a private vote shall be held by the eligible voting members present. The votes, which can be recorded electronically or by paper ballot,

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shall be tabulated by the Secretary. The results shall be tallied and announced immediately after voting has concluded and elected committee members shall be installed and seated immediately.

4. A committee member shall hold only one office at a time but can run for another position if he/she wishes to. If a current member runs for a higher position and wins that election, the member must then choose which office he/she would wish to hold and then resign from the office he/she is vacating prior to taking on the new officer position. If this were to occur, the member with the second highest number of votes in the other election/s would assume that office.
5. In the event there is a tie for the position of Chairman, a runoff election between the top two finishers shall be immediately held. If there is still a tie after a runoff election and/or only two candidates ran for Chairman to begin with, the Chairman of the Great Oak Park Committee shall choose among the two tied candidates which will serve as Chairman.
6. In the event there is a tie for any other position on the Executive Board or any other committee position, a runoff election between the top two finishers shall be immediately held. If there is still a tie after a runoff election and/or only two candidates ran for the position to begin with, the Chairman shall choose which of the two candidates will win the position.
7. If the Chairman were to resign or leave office, the Great Oak Park Committee Liaison shall become the Chairman effective immediately. A meeting then must be held within 30 days of the Liaison becoming the temporary Chairman so a vote can be held to determine who will fill out the rest of the Chairman's yearly term. A special election will then need to take place within 30 days of the new Chairman's election to determine who will fill the vacant seat left behind by the member that became the new Chairman.
8. If any **Dog Park Fundraising Committee** member or subcommittee member wishes to resign, they must make an announcement in person or provide a letter to the Secretary and/or Chairman to be read aloud at an official committee meeting. At the next regularly scheduled committee meeting, an election must then be held to fill the vacated seat on the committee or the subcommittee. However, if an Executive Board member other than the Chairman resigns, a vote must be held at the same meeting in which the resignation was announced to appoint a temporary Executive Board member to serve in that role until the following committee meeting when an election can take place.
 - a. In the event more than three (3) members of the Executive Board resign, including the Chairman, the Chairman of the Great Oak Park Committee shall become Chairman until an election can be held for the vacated positions at the next committee meeting.
 - b. In the event one of the vacated Executive Board positions vacated under circumstances defined in Article V, Section 8, subsection a is the Treasurer, the Treasurer of the Sports Association of Oakland (SAO), which acts as the bank for the **Dog Park Fundraising Committee**, shall become Treasurer until the next committee meeting when an election can be held.
9. As voting must take place during a meeting where a quorum is present, all committee and subcommittee members should be aware of when elections and special elections will be held and should be sure to attend. All committee members should also be notified when a vote on an amendment to the bylaws is expected to take place.

ARTICLE VI: ORDER OF BUSINESS

1. Roll Call and Recording of Attendees Names *by Secretary*
2. Salute to the Flag *by Chairman*
3. Chairman's Report by Chairman – *questions on items mentioned by All Membership*
4. Open to the Public
5. Approval of Minutes, Vote on any Official Documents or Proposed Amendments
6. Special Guests/Speakers/Presentations
7. Upcoming Events and Report *by Event Coordinator – questions on items mentioned by All Membership*

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8. Financial Report/Bills to be Paid/Account Balance by Treasurer – questions on items mentioned by All Membership
9. Subcommittee Reports by Chairmen of Subcommittees – questions on items mentioned by All Membership
10. New Business/Other Reports by All Membership
11. Open to the Public
12. Chairman Adjourns Meeting

OPTIONAL: Executive Board can conduct a private Executive Session meeting, if so desired.

ARTICLE VII: MONETARY RULES & PROCEDURES

1. Proposals to spend funds must come before the entire dog park committee to be voted upon with a majority needed to pass such spending.
2. The Treasurer shall be in possession of no more than \$300 in loose cash or checks for more than 72 hours belonging to the committee and should instead deposit said monies into the account maintained by the Sports Association of Oakland (SAO) on behalf of the **Dog Park Fundraising Committee**.
3. In the event that the **Dog Park Fundraising Committee** comes to the conclusion that a location for a dog park cannot be found in the Borough of Oakland, all corporate monetary donations, grant money, and local organization donations shall be fully returned. Individuals who donated by check or online methods shall be fully refunded if their donation was \$100 or above. Donations less than \$100 and/or donations that cannot be traced back to an individual or entity shall be donated to an animal charity of the majority of the committee's choice.
4. Members may request personal reimbursement for self-contributed funds towards the dog park committee's or a subcommittee's efforts. To do so shall require the individual providing the receipt proving the need for reimbursement and a typed statement detailing why he or she is seeking reimbursement and how much he or she is asking to be reimbursed. Reimbursement requests that are less than \$100 can be approved by a majority vote of the Executive Board, while requests \$100 and higher shall be approved by a majority vote of the dog park committee. Once approved, the Treasurer shall submit explanation and receipt/s to the Treasurer of the SAO for a check to be issued and mailed to the individual requesting reimbursement.
5. When counting money collected at an event, two committee members at minimum should be present. Monies collected at the event shall be given to the Treasurer with a count of the total funds handed over, signed by all who counted confirming the amount, and also signed by the Treasurer to confirm receiving the amount. The deposit shall be made separate from other transactions and a deposit receipt should be provided at the next committee meeting along with the receipt from the event.
6. Money collected from non-events shall be deposited as separate transactions with its own receipt.
7. All requests for withdrawals shall require two signatures – one from an Executive Board member and another from anyone on the committee, excluding the Treasurer and the person requesting the funds.

ARTICLE VIII: SUBCOMMITTEES

1. The Chairman of the **Dog Park Fundraising Committee** shall have the power to form a subcommittee if he/she sees fit, and must announce the purpose and goals of the committee at a committee meeting. The chairman can set the total number of people to serve on the subcommittee but membership must be more than three (3) people and fewer than seven (7) people total.
 - a. The Chairman shall nominate a committee member to be the Chairman of said subcommittee, and the nomination must be approved by a majority of the **Dog Park Fundraising Committee** members. If an individual cannot be approved to serve as Chairman of said subcommittee, then no subcommittee shall be formed.

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- b. The Event Coordinator shall automatically be a voting member on all subcommittees dealing with any type of event or fundraising activity and can also serve as Chairman of said subcommittee.
2. After the subcommittee is formed and a Chairman named, the dog park committee Chairman, other Executive Board members, and regular committee members can then offer nominations to fill the other open subcommittee positions. Members of subcommittees do not have to presently serve on the current **Dog Park Fundraising Committee**, but members of the committee can serve also on a subcommittee. However, those nominated to serve on subcommittees that are not members of the **Dog Park Fundraising Committee** should present their qualifications for consideration by all members of the **Dog Park Fundraising Committee**.
3. Upon holding their first meeting, the subcommittee shall choose a Secretary and then inform the dog park committee as to their chosen officers before the next dog park committee meeting. Robert's Rules of Order should be followed in holding subcommittee meetings unless anything in these bylaws contradict Robert's Rules of Order, in which case, these bylaws shall supersede Robert's Rules of Order. Subcommittee meetings do not need to be publicly announced or held but can be if the committee chooses to. However, minutes of all subcommittee meetings must be taken and provided to the dog park committee Secretary for inclusion in their meeting minutes within a reasonable amount of time.
4. Subcommittees shall meet at least once every other month with minutes of their decisions and discussions provided to the **Dog Park Fundraising Committee** Secretary for inclusion in the committee's meeting minutes. Subcommittee Chairmen should also be sure to communicate with members of the Executive Board when issues arise, questions need to be answered, or if approval is needed for any action that falls within the jurisdiction of any Executive Board member or if the matter needs approval from the **Dog Park Fundraising Committee** as a whole.
5. Subcommittees shall last for no more than six months, but if further time is requested by the subcommittee to be in existence, a majority vote of **Dog Park Fundraising Committee** members present at a meeting is required to extend the subcommittee's length of existence for up to an additional six additional months. If additional time is requested by the subcommittee after the first allowed extension by the committee, another vote shall be required to reauthorize the subcommittee for an additional to be determined length of time by the dog park committee members.
6. Upon the subcommittee completing their work or being dissolved, the subcommittee members shall write a summary of their work completed, suggestions and recommendations, and any applicable facts and figures related to their work (i.e. costs, funds raised, businesses contacted, meetings held, etc.). This summary shall be presented at a public meeting of the **Dog Park Fundraising Committee** unless a public, two-thirds ($\frac{2}{3}$) vote by the Executive Board decides that the report shall be kept private and only viewed by Executive Board members and/or regular committee members.
7. Subcommittee members are required to attend at least two (2) meetings of the **Dog Park Fundraising Committee** every year unless he or she is excused by a two-thirds ($\frac{2}{3}$) majority of the committee members.

ARTICLE IX: AMENDMENTS

1. These bylaws may be altered, amended, repealed or added to by an affirmative vote of no less than 50% + 1 of the total number of committee members.
2. After an amendment has been voted on and passed by the committee membership, the amendment must be added to the bylaws immediately and the date of passage must be added on in parenthesis at the end, for example, "...committee members. (January 1, 2013)". New copies of the entire bylaws must then be made available by the Secretary for the entire committee and subcommittee membership as soon as possible and also be sent to the Borough Clerk and the Great Oak Park Committee Chairman.

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Official Document