

BYLAWS of the Bayou City Pups (2022)

ARTICLE I: NAME

The name of the organization will be the Bayou City Pups (BCP).

ARTICLE II: PURPOSE

The purpose of the Bayou City Pups (BCP) will be to provide an outlet for social, recreational and educational activities among adults of like mind: pups, handlers and supporters.

ARTICLE III: MEMBERSHIP

Section 1: Any consenting adult, age twenty-one (21) or over, will be eligible for membership in the BCP.

Section 2: A member may request to be withdrawn as a member of the BCP at any time by either written or verbal request to the Secretary. Any member who resigns from the BCP must immediately return all club property in their possession and loses the privileges of wearing all club colors.

Section 3: There will be no discrimination in membership on the basis of race, color, creed, national origin, age, handicapping condition, gender, gender identity, sexual identity, marital status, or physical appearance. In the matter of age, state and local laws will prevail.

Section 4: Full members of the BCP will be accorded full voting privileges in all officer elections and in all matters brought before the membership requiring such votes, provided such membership is maintained in good standing. Full members will be permitted to participate in any and all organizational meetings; both open and closed, allowed to wear and present organizational colors, and will be accorded the privilege of attending any and all BCP events. In addition to dues requirements, eligibility for full membership will require residence within the geographical region claimed by the BCP as its home area, said geographical area to be defined as the Houston Metropolitan Area. Persons residing outside the required area will be considered on a case by case basis.

Section 5: Founding members of the BCP will be accorded all the membership privileges as Full Members. Founding members may not be a member of another constitutionally-defined Pup/Handler organization. This group will be a closed membership level as of the adoption of these by-laws by the membership. Founding Members will receive all rights and responsibilities, including requisite dues payment, accorded to Full Members for a term of life.

Section 6: Associate members of the BCP are welcomed to participate in all open BCP meetings, proceedings and events however will not have voting privileges. Such membership is open to all individuals, regardless of geographical residence. Associate members may wear an insignia approved by the club. Associate membership will be granted upon completion of a club-approved application and payment of dues set by the general membership. Requests for associate membership will be presented at a regular meeting.

Section 7: Honorary Members of the BCP will be voted in as such by a majority vote of the board members. Such members will be accorded all the privileges of associate membership and

allowed to wear and present organizational colors. All dues requirements are waived. No more than one (1) individual per calendar year may receive honorary membership.

Section 8: Dues will be paid by Full members and Associate members and will be collected October 1 of the calendar year or upon completion of pledge process and voting by full membership. Any member that is approved after October 1 will pay dues upon approval vote into membership. Upon approval vote of new members, dues will be prorated based on the month of membership approval. Dues will be set by a majority vote of the membership quorum at the annual meeting.

ARTICLE IV: BOARD MEMBERS

Section 1: The officers of the BCP will be President, Secretary, and Treasurer. These officers will constitute the Executive Board (Board). The BCP will maintain an odd number of Board Members to avoid tie votes of executive matters.

Section 2: Nominations for the Board will be held two (2) weeks after the close of August meeting. Elections of the Board will be elected by electronic secret ballot two (2) weeks at the close of nominations. The Board will serve a term of one year or until their successor is elected. Candidates unopposed for office will only be elected via a yes/no vote. Board terms of office will begin October 1 following the elections.

Section 3: Duties of the Board Members

1. **President:** Presides over the annual, regular and all special meetings and will have overall responsibility of administering the affairs of the BCP; acts as principal group spokesman; is the representative to other organizations as required; may designate any assignment under their jurisdiction to any member(s). The vote of the President will only happen in cases of a tie vote of the remaining board members. The President may not serve as President of any organization of another community organization. The President will be permitted to serve no more than two (2) consecutive terms of one (1) year each.
2. **Vice-President:** Will perform duties as requested by the President and will assume the duties of President during any scheduled meeting where the President is absent or becomes President in the event of a vacancy in the office between elections; Vice-President is responsible for representing the will and grievances of the membership. The Vice President will also lead the efforts in recruitment and membership engagement. The Vice-President may not serve as Vice-President of any other community organization. The Vice-President will be permitted to serve no more than two (2) consecutive terms of one (1) year each.
3. **Treasurer:** Will handle all the finances of the BCP and maintain accurate records that deal with financial matters. In the absence of this office, the President may recommend a representative to manage the financial matters with approval of the membership. The Treasurer may not serve as Treasurer of any organization of another community organization. The Treasurer will be permitted to serve no more than two (2) consecutive terms of one (1) year each.
4. **Secretary:** Will maintain all other records of the group; responsible for keeping an accurate membership roster with updates to be forwarded to the President; may

designate any assignment in their jurisdiction to any member(s). The Secretary will be permitted to serve no more than two (2) consecutive terms of one (1) year each.

5. **Events Coordinator:** Will be responsible for the planning, execution, and advertisement of all fundraising and social events sponsored by the BCP. As a part of their duties, they will keep up with relevant community events and promote them within the community and the membership for the benefit of all. The Events coordinator will be permitted to serve no more than two consecutive terms of one year each. The Event Coordinator may not serve as Events Coordinator of any other community organization.

Section 4: Board members must reside within the geographical area covered by the BCP at the outset of their prescribed term.

Section 5: Any full member who both resides in the geographical area covered by the BCP and is in good standing is eligible to hold office.

Section 6: Vacancies in the office of Secretary and Treasurer will be filled by appointment of the President. Persons so appointed will serve until the general meeting at which point a vote from the general membership will take place to vote appointment into office appointed by President.

Section 7: Any officer not fulfilling the duties of office or is no longer in good standing, as outlined in the BCP Policy and Procedures, or who has violated Article VII, may be removed from office. A simple majority vote of the general membership present at the regular meeting will be required for removal of any officer. Removal from office will not constitute an automatic cancellation of membership. A tie will be broken by the President of the group. In the event the vote is against the President, the tie will be broken by the Secretary.

Section 8: Resignation from the Executive Board must be in writing and received by the Secretary and presented to the general membership at the next regular meeting. Resignation of the Secretary must be in writing and presented to the President and presented to the general membership at the next regular meeting.

ARTICLE V: STANDING AND SPECIAL COMMITTEES

Section 1: The President will have the authority to form any committees that they deem necessary to the operation of BCP.

Section 2: The President has authority to appoint or remove the chairperson of committees.

ARTICLE VI: MEETINGS

Section 1: There will be an annual meeting of the membership as required by law to be held during the month of October in conjunction with the regular meeting on the same day.

Section 2: A special meeting may be called by any two (2) of the Executive Board or by three (3) or more Full Members and delivered to the Secretary.

Section 3: A Quorum will consist of those members present at any meeting and must include no less than two (2) of members of the Executive Board.

Section 4: All meetings and functions of the BCP will be held under set hours and will be operated under these bylaws. Regular meetings will be held monthly at a location and time designated by the Board.

Section 5: No member may schedule a meeting or function under the name of the BCP without prior approval of the Board.

Section 6: If and when the technology is readily available, the BCP may conduct meetings online or via teleconference for open business items discussed by the membership. Voting will only be allowed those who are physically present at the meeting location.

ARTICLE VII: TERMS OF CONDUCT OF MEMBERSHIP

Section 1: CONFIDENTIALITY: No member or committee will release information about the organization to any press or news media without prior permission from the Executive Board. PRIVACY: All members and committees will respect the privacy of all members and guests of the BCP.

Section 2: Members bringing guests are responsible for their conduct and actions. **Section 3:** No illegal drugs will be tolerated at any meeting or function involving the BCP. The use of alcohol, to the point that a member or guest becomes obnoxious or detrimental to the BCP, will not be tolerated.

Section 4: Members behaving in a manner that is detrimental to the BCP may have their membership terminated upon a sixty percent (60%) vote of the membership.

Section 5: A person whose membership has been terminated may appeal for reinstatement at the next regular meeting of the general membership. A simple majority vote of the general membership present is required to reinstate a terminated membership. If the general membership votes to deny reinstatement, no more appeals for reinstatement will be considered for that person for one (1) calendar year. If the general membership approves reinstatement, the reinstatement will become effective immediately following the meeting. A tie will be broken by the President. In the event the vote is against the President, the tie will be broken by the Secretary.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the Modern Edition of Robert's Rules of Order will govern the BCP in all cases where they are not inconsistent with these bylaws or any special rules of order the BCP may adopt.

Section 1: Events must be planned within the appropriate committee with a budget. The event and budget must be approved by a simple majority at any meeting prior to monies being spent on proposed event.

Section 2: The Treasurer will hold the checking account and checkbook and maintain the financial records of the BCP. Two (2) non-partnered officers must endorse all checks. The Treasurer will ensure another officer may retrieve the checkbook and financial records in the event of medical or other emergency, which leaves the duties of the Treasurer unperformed.

Section 3: By a simple majority, the Executive Board has the authority to spend up to and including two hundred dollars (\$200). Any additional expenses must be approved by a majority of the general membership in attendance at any meeting.

Section 4: The order of business will begin with a closed session if such is required. Minutes of closed sessions will be kept by the Secretary and distributed to the full members. Closed sessions will include a roll call, treasurer's report, membership issues, old closed session business, new closed session business, and money issues. Following closed session will be open session which will include: roll call, approval of the previous meeting's minutes, President's report, other officers' reports, committee reports, old business, new business, executive board nominations and elections as needed, and adjournment.

Section 5: A vote of approval will be deemed as a simple majority of the established Quorum as defined in Article VI Section 3.

ARTICLE X: SUSPENSION OF BY-LAWS

These may be suspended in full or in specified part by an eighty percent (80%) majority vote of the full members. Duration of said suspension will be designated at the time of the vote.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended at any regular, annual, or special meetings of BCP by a two-thirds (2/3) vote of members present and voting, provided that previous notice of the amendment(s) was given to all members at least thirty (30) days in advance.

ARTICLE XII: DISSOLUTION

Upon dissolution of the BCP, the Executive Board will, after paying or making provision for payment all club liabilities, dispose of any remaining assets in such a manner that is both congruent with the Purpose of the BCP and in compliance with all laws governing either 501c3 or 501c7 of the Internal Revenue Service Code.