

Puget Sound DockDogs

Bylaws

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Past Presidents

- Angel Graham 2013/2014/2015
- Kristi Baird 2010/2011/2012
- Tony Wolfe 2009
- Dave Garland 2007/08
- Jeff LaPrarie 2006
- Cathy Moore 2005

Current Officers

- Diane Salts (President)
- Chelle Peterson (Vice President)
- Joannie Cowles (Secretary)
- Julie Brauns (Treasurer)
- Jana Rice (Board)
- Dianne Leighton (Board)
- Ken Buckner (Board)
- Mike Reynolds (Board)
- Angel Graham (Advisor)

Puget Sound DockDogs Bylaws

**The first version of the PSDD constitution was adopted by membership February 2005

** A revision of the bylaws was adopted by members in February 2009

* In March 2012 members voted unanimously to accept the current bylaws

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Puget Sound DockDogs

P.O. Box 8684, Tacoma, WA 98419

www.pugetsounddockdogs.org

Article I. Name and Objectives

Section 1: Name

The name of the club shall be Puget Sound DockDogs and hereafter in this document will be referred to as the Club and references will be capitalized.

Section 2: Objectives

The objectives of the Club shall be:

Support the governing body of sanctioned dock jumping events, DockDogs, Inc.®

To promote and conduct sanctioned DockDogs® events on a yearly basis under the rules of DockDogs®, Inc. Worldwide Organization.

Advance the sport of canine dock jumping in a social, supportive environment.

Educate Club members and the public about the sport of dock jumping.

Conduct training sessions and informal and formal events associated with canine activities.

Protect and advance the interests of canine sports activities by encouraging safety, sportsmanlike competition and responsible dog ownership.

Promote safe, happy and fun dog activities for our community.

Maintain financial stability to ensure the continuation of the Club and its objectives.

Serve the best interest of the Club's membership as it relates to the sport of dock jumping.

Raise funds for and promote charitable causes on a local and national level.

Section 3: Non-Profit

The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall serve to the benefit of any member or individual.

Section 4: Revisions and Amendments

Elected and/or appointed Officers and/or Board Members shall adopt and may from time-to-time revise such Bylaws as may be required to carry out the above objectives.

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DockDogs®, Inc. Code of Ethics

Puget Sound DockDogs, Code of Ethics

BYLAWS

Amended 03.30.2012.

Article I: Membership

Section 1: Eligibility

Membership shall be open to all persons who support the purposes of the Club and who are in good standing with both the Club and DockDogs® Worldwide and who are interested in promoting the sport of DockDogs. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of participants who live in the Puget Sound Region of Washington State.

Membership is established by submitting a membership application, receiving membership approval, and paying dues.

Membership is renewed on an annual basis, beginning on January 1st of each year and ending on December 31st of the following year.

There are several types of membership open to all persons 18 years of age and older who subscribe to the purposes of this Club.

Description of Membership (samples below):

Charter Members: Members who helped form the Club, actively attended organizational meetings prior to the application for affiliation or worked behind the scenes to support the efforts of the Club. They are entitled to voting rights and participation in all Club events provided they maintain an active membership.

General Members: Open to all persons 18 years of age and older and their family members, spouses, significant others, or children. Adult family members are entitled to voting rights and are entitled to participate in all Club events depending on their current membership level.

Honorary Members: Any individual who has served the Club in a significant way and whom the Board and membership chooses to recognize by designating as an Honorary Member by majority vote of the Board. An Honorary Member is not entitled to vote or hold office. No

dues shall be required of an Honorary member.

Description of Annual Membership Levels (samples below):

Silver: Individual Membership - One Handler and unlimited number of dogs

Gold: Family Membership – Up to two adult handler teams, and any children, residing within one household.

Section 2: Dues

Membership dues shall not exceed an amount designated by the Board per year, payable on or before January 1st of each year. No member may vote whose dues are not paid for the current membership year. Each Year prior to or at the General Meeting, the Treasurer shall send each member a statement of dues for the ensuing year.

Section 3: Good Standing

Membership in good standing requires that dues be fully paid. If any membership payment is in arrears beyond January 1st, that membership shall be terminated. Payment of dues will reinstate the membership through the end of the Membership year (January 1st – December 31st).

Section 4: Election to Membership

Each applicant for membership shall apply on a form as approved by the Club Board of Directors and which shall provide that the applicant agrees to abide by the constitution, bylaws and rules of Puget Sound DockDogs. The application shall state the name and contact information of the applicant. Accompanying the application, the prospective member shall submit dues payment for the current year. It will be at the Board of Directors discretion if circumstances warrant alternative dues.

The application will be reviewed by a Board Member(s) and approval or rejection will be conveyed to the applicant. Applicants for membership who have been rejected by the Club's Officers and/or Board Members may not reapply within six months after such rejection.

Membership shall not be discriminated against on the basis of race, color, nationality, sex, religion, or on the basis of the breed - or mixed breeding - of any member's dog(s).

Section 5: Code of Ethics

All members must follow the DockDogs® Code of Ethics attached to these Bylaws as Amendment 1. Failure to abide by the Code of Ethics can result in disciplinary action and/or expulsion as provided in the Discipline section of these Bylaws.

Section 6: Termination of Membership

Memberships may be terminated, without refund of paid dues or any other contributions unless determined otherwise by the Board, by the following processes:

Resignation. Except when in debt to the Club, any member may resign by giving written notice to the Secretary.

Lapsing. A membership shall be lapsed and automatically terminated if a member's dues remain unpaid after the date on which dues are due. The Board may grant an extension with sufficient cause for a group or individual as deemed appropriate.

Expulsion. A membership may be terminated by expulsion as provided in the Discipline section of these bylaws.

Article II: Meetings and Voting

Section 1: General Club Meetings

Meetings of the Club shall be held quarterly or as often as deemed necessary by the Board of Directors and/or Officers based on Club activity. The Club meetings will be held via teleconference, internet or within the greater Puget Sound area at such hour and place as designated by the Board. Notice of each such meeting shall be e-mailed, posted on the Puget Sound DockDogs Facebook Page, club website, and/or sent via the Club e-newsletter no less than 10 days prior to the date of the meeting.

The quorum for such meetings shall be 50% percent of the members in good standing and at least one officer.

Section 2: Special Club Meetings

Special Club meetings to discuss extraordinary circumstances may be called by the President or by a majority vote of the Members of the Board of Directors who are in good standing. Notification by e-mail of such a meeting shall be sent by the Secretary. No other club business may be transacted at that meeting.

The quorum for such meetings shall be those present at the meeting including at least two officers.

Section 3: Board of Director Meetings

Meetings of the Board of Directors shall be held quarterly or as deemed necessary by the Board of Directors and/or Officers. The Board of Director meetings will be held via teleconference, internet or within the greater Puget Sound area at such hour and place as may be designated by the Board. Notice of each such meeting shall be e-mailed, posted on the Puget Sound DockDogs Facebook Page and/or sent via the Club e-newsletter no less than 3 days prior to the date of the meeting. The quorum for such meetings shall be 75% percent of the Board members. Any member in good standing is welcome to attend a Board Meeting.

Section 4: Special Board of Director Meetings

Special meetings of the Board to discuss extraordinary circumstances may be called by the President or shall be called by the Secretary upon receipt of a written request of at least three members of the Board. The Secretary shall e-mail notification of such meeting before the date of the meeting. Any such notice shall state the purpose.

Section 5: Annual Business Meeting

The Annual Business Meeting will be held during the month of October.

Section 6: Voting

Each member – in good standing - who is 18 years of age or older and whose dues are paid for the current year shall be entitled to one vote at any club meeting.

Section 7: Proxy Voting

Proxy voting shall be allowed by the membership and by the Officers and Directors. To be effective, a written and signed proxy or an e-mailed proxy shall be delivered to the Secretary prior to the vote during which the proxy representation is to be effective, designating the

person who shall vote in place of the member, Officer, or Director at the specific scheduled meeting. A written proxy shall be effective for only one meeting. A new written or e-mailed proxy must be provided to the Secretary by the member, Officer or Director prior to each subsequent meeting during which such representation is desired.

Section 8: Meeting Notification

The means of meeting notification will be e-mail, the Puget Sound DockDogs Facebook Page or e-newsletter. If a member should require an alternate means, that member shall arrange such with the club Secretary.

Article III: Directors and Officers

Section 1: Board of Directors

The board shall be comprised of at least three Officers and two other persons, all of whom shall be members in good standing.

Section 2: Meeting Schedule

The Board shall meet to conduct business at least two times during the calendar year.

Section 3: Quorum

The quorum for a meeting of the Board shall be 75% of Board members.

Section 4: Duties of Board Members

It is not only expected, but required that Officers and Board members be engaged in the day-to-day business of the Club, be available for and attend at least 75% of Board meetings (whether in person, by teleconference, internet or other means) and actively participate in Club events, practices and committees. Board member are expected to be actively directing or involved with one or more committees. Officer and Board member positions exist for the benefit of the Club and as such, acting in these positions is a responsibility and a privilege.

Section 5: Expansion, Downsizing

The Board may add additional Board Members as deemed necessary to accommodate for club growth and expansion. Additional Board Members will be appointed with a majority vote of the current Board. New Board Members are to be added in groups of two (2) so that an odd number of total Board Members may be retained. Amendment to the Bylaws including the election terms and stated quantity of members must be adjusted and approved according to these Bylaws. By the same process, the Board may also "downsize" if deemed necessary by identifying positions that will not be renewed after the current term expires provided the reduction can retain the odd number of total Board members.

Article IV: Removal of Officers and Directors

If an Officer or Director fails to fulfill the duties of his or her office as set forth in these Bylaws, the other members of the Board may notify that Officer or Director in writing of such non-performance along with a plan for improving performance. If the Officer or Director continues to fail in fulfilling the duties of the position within the stated time, the other members of the Board - by majority vote - may remove that Officer or Director and appoint a replacement in accordance with these Bylaws.

Article V: Officers

Section 1: Officers Terms

The club's officers shall be the President, Vice President, Secretary and Treasurer. Officers shall be elected to 2-year terms by the members. The President and Treasurer and shall be

elected in odd years and the Vice President and Secretary in even years.

Section 2: Duties and Powers of Officers

President (A complete description of duties can be found in Addendum 2; Board of DockDogs Director & Officer Position Descriptions).

- Presides at all Board and Member Regular and Special Meetings and shall represent the Club at those occasions that require representation.
- May call regular and special meetings as needed.
- May preside as chair of any or all committees or may appoint the chair of such committees.
- Shall exercise supervision over both the Board and the general membership as a body to ensure that both are functioning in accordance with these Bylaws.
- Vice President (A complete description of duties can be found in Addendum 2; DockDogs Board of Director & Officer Position Descriptions).
- In case of disability or absence of the President, the Vice-President shall perform the duties of the President.
- Performs all other duties as delegated by the President.
- May preside as chair of any or all committees or may appoint the chair of such committees.

Secretary (A complete description of duties can be found in Addendum 2; Board of DockDogs Director & Officer Position Descriptions).

- The Secretary shall keep a record of all meetings of the club and the Board and of all matters of which a record shall be ordered by the club, have charge of the correspondence, notify members of meetings, notify Officers and Directors of their election to office, keep roll of the members of the Club with their addresses, email addresses, and other contact information as well as carry out such other duties as are prescribed in these bylaws.

Treasurer (A complete description of duties can be found in Addendum 2; Board of DockDogs Director & Officer Position Descriptions).

- The Treasurer shall collect and receive all moneys due or belonging to the club. Moneys shall at all times be open to inspection by the Board and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not before reported; and at the annual business meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year.
- The Treasurer shall also file all tax returns, pay all tax liabilities and supervise fiscal budgeting as needed.
- The Treasurer shall also remain available upon request to assist a succeeding Treasurer that has been elected or appointed to the position. They are to remain accountable and assist with taxes and finances applicable to their previous term.

Past President

- The Past President shall assist the President and Vice-President as a mentor and be available for questions and guidance on club activities, meetings and other club business - including discipline.

Section 3: Date of Assuming Duties

The Officers shall assume their positions immediately at the Annual Meeting when the elected Board Member(s) and Officer(s) are announced.

Section 4: Resignation, Demise, Removal

In the event of the resignation, demise or removal of any Officer, the Board shall appoint a

member from the current Board members or from the general membership to fill that vacancy for the remainder of that Office's term.

Section 5: Members in Good Standing

All Officers shall be members in good standing as defined by these Bylaws.

Article VI: Directors (Board Members)

Section 1: Numbers, Terms

There will be at least three or more Directors elected to one-year terms in accordance with the directives for the Nominating Committee as described in these Bylaws.

Section 2: Date of Assuming Duties

Directors shall assume office immediately at the Annual Meeting when the elected Board Member(s) and Officer(s) are announced.

Section 3: Resignation, Demise, Removal

In the event of the resignation, demise or removal of a Director, the Board shall appoint a member from the current Board members or from the general membership to fill that vacancy for the remainder of that Director's term.

Article VII: The Club Year, Annual Meeting, Elections

Section 1: Club Year

The Club's fiscal year shall begin on January 1st and end on the last day of December of each year.

Section 2: Annual Meeting

The Annual Club meeting shall be held in the month of October, at which Officers and Directors for the ensuing terms shall be announced and take office immediately. Each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

Section 3: Elections

The nominated candidates for Officer or Director receiving the greatest number of votes by members, whose ballots have been submitted by the required date, shall be declared elected.

Section 4: Nominations

No person may be a candidate in a Club election who has not been nominated. The Board shall select a Nominating Committee consisting of 3 members, not more than one of whom may be an Officer or member of the Board. The Board shall name a Chairman for the committee and it shall be such person's duty to call a Committee meeting, which shall be held on or before January 31st.

(a) The Committee shall nominate one or more candidates for each vacating office and position on the board and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.

(b) Nominations will be taken from the General Membership prior to the general meeting or from the floor at the general meeting, provided that the person so nominated does not decline when their name is proposed.

Article VIII: Committees

Section 1: Standing Committees

The Board may each year appoint standing committees to advance the work of the Club in such matters as sanctioned events, jumps, training, fun day events, annual awards, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid with particular projects.

Section 2: Committee Appointment Termination

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee and the board may appoint successors to those persons whose services have been terminated.

Article IX: Expenses and Financial Responsibility

Section 1: Authorization and Limitation

Expenses from the Club's bank account may only be used for Club-related purposes as deemed appropriate by the Club President. The President has the authority to utilize funds and approve expenses up to \$300.00 (US), each calendar month without requiring approval from the Board of Directors or General Membership. Expenses above this set limit must be approved by a majority of the Board of Directors. A description of the expense beyond the limit being proposed will be provided at the meeting prior to a vote being taken. The set limit may be revised to meet operational requirements and/or inflation. Adjusting the set limit will be done by a vote of the General Membership and Board of Directors and will require a majority approval from both.

Section 2: Temporary Deposits and Withdrawals

It is permissible for the President and Treasurer to utilize the Club's bank account to transfer, retain, and distribute funds that are allocated for special purposes as required. Such items may include the holding of donations to charities in order to provide one lump sum, funds set aside for special projects or to facilitate a loan for a Club related expense. Items of this nature will be accounted separately and not reported as available Club funds. Any monetary interest gained during the time held will become property of the Club.

Section 3: Responsibility

It is the responsibility of all Club members as well as the Board of Directors to ensure that the Club's money is being utilized appropriately.

It is a primary responsibility of the Treasurer to know the available funds and their purpose maintain budgets and protect the account to the best of his or her ability. It is also the Treasurer's responsibility to report any over-expenditure and any other financial concerns to the Board of Directors as soon as they are detected.

Financial records are available for review at any time by any Club member provided written notice is presented to the Treasurer 3 business days in advance.

Article X: Discipline

Section 1: DockDogs® National Suspension

Any member who is suspended from the privileges of or expelled from DockDogs® National may be suspended from the privileges of this Club for a like period or expelled from this Club

upon review and majority vote by the Board of Directors.

Section 2: Violations of the Code of Ethics

Violations of the Code of Ethics are not tolerated. In addition to charges of violations of the Code of Ethics brought by members of this Club, any member of DockDogs® National or any Judge or official at an event may refer charges for a violation of the Code of Ethics. If charges are brought at the DockDogs® National level, the DockDogs® National Disciplinary Procedure shall be followed.

Section 3: Charges

Any member may refer charges against a member for alleged misconduct prejudicial to the best interests of the Club or for a violation of the Code of Ethics.

Written charges with specifications must be filed with the DockDogs® office by the Secretary of the Club. The Secretary shall also send a copy of the charges to each member of the board or present them at a board meeting, and the board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or a violation of the Code of Ethics. If the board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or a violation of the Code of Ethics, it may refuse to entertain jurisdiction. If the board entertains jurisdiction of the charges, it shall fix a date for a hearing by the board not less than three weeks or more than six weeks thereafter.

The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 4: Board Hearing

The board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the board may by a majority vote of those present suspend the defendant from all privileges of the club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing club meeting which considers the board's recommendation. Immediately after the board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the board's decision and penalty, if any.

Section 5: Expulsion

Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a board hearing and upon the board's recommendation as provided in these Bylaws. Such proceedings may occur at a regular or special meeting of the club, to be held within 60 days but not earlier than 30 days after the date of the board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the board's finding and recommendation and shall invite the defendant, if present, to speak on his/her own behalf if he/she wishes.

The members shall then vote by secret ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the board's suspension shall stand.

Article XI: Amendments

Section 1: Proposals

Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

Section 2: Membership Vote

The constitution and bylaws may be amended by a two-thirds vote of the Board of Directors present plus proxy votes at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed or e-mailed to each Board member at least two weeks prior to the date of the meeting.

Section 3: Notification

All amendments, changes or deletions to the Constitution and Bylaws must be submitted to the DockDogs®, Inc. office within 30 days of passage.

Article XII: Dissolution

Section 1: The Club may be dissolved by the written consent of not less than two-thirds of the members. In the event of the dissolution of the Club other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the club but, after payment of the debts of the Club, its property and assets shall be given to a charitable organization selected by the current Board of Directors.

Article XIII: Order of Business

Section 1: At meetings of both the Board and the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

Roll Call

Minutes of last meeting

Report of President

Report of Secretary

Report of Treasurer

Reports of committees

Election of officers and board (at annual meeting)

Notification of new members

Unfinished business

New business

Adjournment

Article XIV: Parliamentary Authority

Section 1: Anything not covered by the Constitution, Bylaws, or Standing Rules shall be governed by Roberts Rules of Order, Revised.

Amendment I: CODE OF ETHICS

OBJECTIVES:: Training and competing with any dog shall be done discriminately with emphasis placed on developing good health, sound temperament, willingness to work and other outstanding characteristics of dogs.

SPORTSMANSHIP:: All Club members shall at all times display good sportsmanship and conduct themselves in a manner which will reflect well upon our Club, our dogs and our sport. Whether at home, traveling, at competitions or motels / hotels, Club members will treat all (including competitors, judges, officials, and spectators) with respect and courtesy. Members shall not malign DockDogs, Inc.®, other competitors or their dogs.

HEALTH:: All Club members agree to maintain good standards of health and care of their dog(s), including proper veterinary care, adequate quality food and water and proper socialization.

Members shall not use any means to derive better results during training or competition from their dog that are illegal, not prescribed by a licensed veterinarian for a medical condition, artificial and/or harmful to their dog(s).

Under no circumstances will abuse of animal(s) or human(s) be tolerated.

ENFORCEMENT:: All members shall agree that receipt by the Board of Directors of written allegations of violations of this Code of Ethics shall be investigated and acted upon according to the Constitution and Bylaws of the Club.

Amendment I - Addendum: CODE OF ETHICS – PUGET SOUND DOCKDOGS

Puget Sound DockDogs will be guided by the following principles: ethics, integrity, safety and respect for fellow competitors.

SPORTSMANSHIP:: Club members shall present themselves as ambassadors for the Club and set the example for courtesy, professionalism and sportsmanlike conduct whether in a public setting or private Club setting. It is expected that members not malign the Club, other members, competitors or Club sponsors. Any disputes as they relate to the Club are to be brought to the attention of the Board, the Event Manager or the ranking Officer. Members agree to be bound by any decision, directive or action taken thereof.

HEALTH:: Club members agree to withdraw from a competitive event, practice or other group activity and immediately notify the Event Manager or ranking Club Officer if they suspect that their dog(s) has any contagious illness or is exhibiting signs and/or symptoms of any contagious illness. Club members shall agree to take any other necessary precautions and follow any directives given by the Event Manager or ranking Club Officer as to protect the health of other competitors, spectators, attendees and/or their dog(s).

Club members agree to immediately notify the Event Manager or ranking Club Officer if their dog(s) has or is suspected to have any injury and that by participating in Club activities it would negatively affect their dog's health or soundness and/or cause additional injury or pain. Club members shall agree to take any other necessary precautions and follow any directives given by the Event Manager or ranking Club Officer as to protect the health of other competitors, spectators, attendees and/or their dogs.

Club members agree to not compete (or attend in the event of a contagious illness) at a competitive event, practice or other group activity if their dog is currently ill or injured –

whether or not a veterinary diagnosis has been made. It is expected that members use common sense and sound judgment as to the status of their dog's health and any question of eligibility should be directed to the Event Manager or ranking Club Officer.

SAFETY:: Club members agree to report to the Event Manager or ranking Club Officer and/or take the initiative to correct any safety issues and take all necessary precautions with regards to equipment, procedures, property or dogs to ensure the safety of other members, spectators and/or property. Examples include (but are not limited to): securing the dock and pool; stair safety; 8-ft. rule; wet floors and other slip/fall hazards; weather considerations such as lightning, wind and temperature; lighting and maintaining restricted areas.

ACCESS:: Club members agree to facilitate and encourage safe access for all eligible competitors and participants without regard to physical disability.

The health and safety of our dogs and members is the Club's priority and shall be the overriding factor should any question arise regarding whether a team shall attend or compete at a Club event.

This Constitution and Bylaws were adopted at Puget Sound DockDogs general meeting in Tacoma, Washington on March 30th, 2012.

President – Kristi Baird: _____

Vice President – Leslie Perry: _____

Secretary – Joannie Cowles: _____

Treasurer – Suzanne Dye: _____

Board Member – Carl Lewis: _____

Board Member – Steve Bower: _____

Board Member – Jenna Meyers: _____

Board Member – Sandy Metzger: _____



