

PENNSYLVANIA SLED DOG CLUB, INC.

BY-LAWS

Revised: May 2009

May 2015

May 2018

May 2023

I. NAME

The legal name of the club shall be the Pennsylvania Sled Dog Club, Inc. hereafter referred to as the Club.

II. PURPOSE

The purpose of the Club shall be to conduct sled dog races, promote safe and humane care, training, driving and racing of sled dogs, and to provide mentorship, education and social activities for mushers.

III. BUSINESS PROCEEDINGS

A. Club business shall be conducted in accordance with Roberts Rules of Order, except as specified in the by-laws.

B. Club business shall not be conducted for profit.

C. The Club shall not declare dividends to its members.

D. The fiscal year of the Club shall be 1 June to 31 May.

E. All business shall be decided by a majority of voters present at membership meetings except as specified in these by-laws.

IV. CLUB MEMBERSHIP

A. Membership is open to all individuals and groups who believe in the purpose of the Club and who accept the responsibilities of membership regardless of religion, race, color, creed, gender, sexual orientation, age, or national origin. Only Club members may participate in competitive Club events.

B. Eligible persons and groups will become members upon receipt of dues by the Treasurer.

C. MEMBERSHIP CATEGORIES AND PRIVILEGES

1. Senior membership: open to persons 19 years of age or older as of the start of the

fiscal year; may vote (one vote per membership), hold office, participate in Club functions.

2. Junior membership: open to persons 18 years of age or younger as of the start of the fiscal year; may participate in Club functions. Does not have voting privileges.

3. Family membership: open to family groups; individuals may vote (maximum of two votes per membership by those over 19), hold office, participate in Club functions as their age allows.

D. Dues

1. Dues shall be set by the Executive Board and approved by the membership.

2. The membership year shall be the fiscal year, 1 June to 31 May.

3. Dues received at any time during the membership year shall apply toward that current membership year, except dues received during May which may be applied toward the following membership year.

4. Dues are payable to the treasurer on or before June 1st. If dues remain unpaid by July 1st, membership shall lapse.

E. Members' Responsibilities

1. Members shall support the Clubs' purpose by participating as much as possible in Club functions.

2. Members shall enhance Club unity by promoting good fellowship and competing in the spirit of good sportsmanship.

3. Members shall attempt to keep abreast of Club business so as to cast informed votes with respect to:

a. their participation in the Club decision making process;

b. their expertise of the membership recall power (see Article X-C);

c. their exercise of the membership veto power (see Article X-D).

V. MEETINGS

A. General Membership Meetings

1. A registration book shall be established and maintained where all eligible voting members will sign in at the beginning of each meeting, the purpose of which shall be to check attendance and voting eligibility. A record of absentee ballots should also be recorded in the book.

2. Meetings shall be held in the Spring and Autumn of each year.

3. Additional meetings may be called by:

a. Petition of 20% of the voting membership (such meetings to be held within 21 days of receipt of the petition by the secretary and at a time and place designated by the executive

board;

b. The executive board.

4. Written notice via mail and/or email of all meetings shall be communicated to all members at least 14 days prior to each meeting.

5. A quorum shall be one fifth of the voting membership.

6. At the Autumn meeting the membership shall elect from among the members in good standing two people to serve on the election committee.

7. At the Spring meeting, membership shall:

a. vote their preference on the continuation of each race held during the past season;

b. approve race entry fees.

B. Executive Board Meetings

1. There shall be a minimum of one executive board meeting between each general membership meeting.

2. Additional meetings may be requested by any member of the executive board or by petition of 20% of the Club.

3. Meetings will be held upon approval of a time and place by the executive board (such vote to be taken within seven days of receipt of the request by the president) and without undue delay. Meetings may be held in person, via zoom or other internet program, or a combination of the two.

4. All executive board members shall be directly notified in an expedient manner and at the earliest possible date of each executive board meeting.

5. A quorum shall be a majority of the board membership.

6. All questions shall be decided by a vote at least equal to a majority of those board members voting.

7. In the event that a decision must be made when a meeting is impractical, every attempt shall be made to notify all board members of the question. Board members shall then be given ample time to discuss the question with others before a vote is taken by email. Verification of the vote shall be emailed to the Club secretary within seven days. The results of such a vote shall be published on the Club website and Facebook.

VI. ELECTED OFFICES

A. Officers and Their Duties

1. President:

a. oversee all Club functions.

b. supervise all race-related Club activities

c. nominate persons to vacancies which occur in the elected positions; such nominations subject to executive board approval.

d. plan executive and general membership meetings; such planning subject to executive board approval.

e. officiate and act as parliamentarian at all executive board and general membership meetings.

f. sign all contracts on behalf of the Club.

g. appoint the Club social media coordinator and webmaster, such appointment subject to executive board approval.

2. Vice President:

a. exercise all duties of the President in his/her absence or incapacitation.

b. supervise all Club activities not specifically assigned to the President.

c. perform duties as requested by the President.

d. becomes President for the unexpired term in the event of a vacancy in the presidency.

3. Secretary:

a. keep complete and accurate records of all business transacted at executive board meetings and general membership meetings, all such reports to be filed promptly with the social media coordinator and/or webmaster for inclusion Club email, website, Facebook page.

b. manage all club reports, records and correspondence; including writing (as directed by these by-laws and the executive board), receiving (including receiving copies of all Club communications) and maintaining an orderly file of such documents. c. make reports to the executive board when requested and at each general membership meeting.

4. Treasurer:

a. manage all Club monies; including receiving, holding and paying all payments to be approved by the executive committee.

b. keep complete, accurate and organized records of all Club financial transactions. c. treasurer's reports shall be made available at executive board meetings and general membership meetings.

B. Directors and Their Duties

1. There shall be five directors, all to be elected by the general membership.
2. Directors shall:
 - a. serve as liaison between executive board and the general membership.
 - b. participate in the Club decision-making process as directed by these by-laws.
 - c. perform duties as requested by the president.
 - d. elect a presiding officer (or president) from their own ranks in the event of the temporary absence or incapacitation (or permanent loss) of both the president and vice president.)

C. Executive Board

1. shall be composed of the officers and directors, with each member entitled to one vote.
2. shall be entrusted with the general management of all Club business, except as specified by these by-laws.

VII. Committees

A. Committees and Charges

1. Activities committees for all events/activities, including but not limited to: races, race officials, registered breed officials, campouts, membership meetings, mushing demonstrations, revenue generating activities, Club awards, publication of information pertinent to Club interest and ad hoc. Duties to include:

a. plan and conduct each Club activity/event according to these by-laws and Club policies and procedures. Such plans to be approved by the executive board.

b. committees shall be chaired by the Club president or a presidential appointee. Committee members may be appointed by the committee chairperson(s) or by individuals who wish to volunteer. All persons to be approved by the executive board. Committees shall report to the executive board as often as necessary or requested by the executive board.

c. committees shall meet as needed to train, practice and/or coordinate responsibilities. Meetings may be conducted in person or by zoom or other internet application for all on-site officials.

d. chairperson(s) of each event or activity, in cooperation with Club treasurer, shall keep complete and accurate financial records pertaining thereto and report same to executive board upon request. Final financial report delivered to the Club treasurer at the completion of each revenue generating activity.

e. chairperson(s) shall be charged with managing all publicizing of each event. They should work with the social media coordinator and the web page manager. They should

maintain a file of all publications for this event outside of Club pages and share with membership at Spring or Autumn membership meetings.

f. all committees shall terminate upon the completion of their task. Committee members may ask or be asked to continue on any recurring event/activity, subject to executive board approval.

2. Election Committee

a. shall perform duties as outlined in Section VIII-A, IX-B and X-B-2.

b. shall consist of the Club secretary as chairperson and two elected members.

3. Audit Committee

a. shall audit the Club financial records for the current fiscal year and report the results to the executive board early in the first quarter of the subsequent fiscal year.

b. shall consist of two members in good standing appointed by the president at the Spring general membership meeting after the announcement of election results.

VII. ELECTIONS AND TERMS OF OFFICE

A. Elections shall be conducted by the election committee according to the following schedule:

1. January - solicitation of nominations from the membership for all vacancies in the elected offices (members may nominate members in good standing including themselves.)

2. Subsequently - form a slate consisting of all those eligible and accepting nominations.

3. March - publish all position statements received from candidates to all voting members.

4. Spring membership meeting - election of officers shall be determined by those present and voting and include absentee ballots. The votes cast will be for the predetermined slate plus any nominations from the floor. Nominations from the floor will be accepted until immediately before balloting for that office.

5. Balloting for each office immediately follows nominations for that office. The ballots are counted and the results announced before voting on the next office takes place. The order of offices to be elected shall be President, Vice-President, Secretary, Treasurer, Board of Directors, where appropriate. If only one person is nominated for any office, the Club secretary shall cast one vote for that person to be elected.

Balloting will be repeated for each office as many times as necessary to obtain a majority vote for a single candidate; or in the case of Board positions - candidates. In the election of

Board members, if more than the prescribed number receive a majority vote, the places are filled by the proper number receiving the largest number of votes. If less than the proper number receive a majority vote, those who do have a majority are elected, and all other candidates remain on the ballot for repeated balloting unless they wish to be withdrawn. Members casting absentee ballots will list their votes for the candidates for director in order of preference, to facilitate subsequent balloting when the necessary majority is not obtained.

6. A voting member who was present at the previous Autumn meeting may secure an absentee ballot by sending an email request to the Club secretary.

7. Election chairperson announces number of members voting and declares winners at the Spring general membership meeting. Winners to be publicized on Facebook and Club website.

B. All terms of office shall be two years in length commencing at the start of the fiscal year, except appointments to vacancies, which shall be for the remainder of the unfilled term. The President and Treasurer beginning their terms in the even numbered fiscal years and the Vice-President and Secretary beginning their terms in the odd numbered fiscal years.

C. The term of office for the Directors shall be staggered such that two directors serve terms in even numbered fiscal years and three directors serve terms beginning in odd numbered fiscal years.

IX. AMENDMENTS

A. May be proposed by any member in good standing.

B. Proposed amendments shall be managed by the election committee according to the following schedule:

1. December - proposed amendments shall be sent to the secretary.

2. January - all proposed amendments shall be distributed to the membership through email by January 15.

3. Membership comments accepted by the secretary until February 28.

4. March - all comments received by the secretary from the membership shall be distributed to the voting members along with a ballot by March 30. Members must return ballots with their votes to secretary by April 15.

5. Spring membership meeting - Secretary announces vote totals and presiding officer declares the Club's decision(s) at the general membership meeting, such totals to be published, as part of the minutes, on Facebook and Club website.

X. REVIEW OF ACTIONS

A. Members may be disciplined only for gross disregard of the Club's purpose or their responsibilities as stated by these by-laws.

B. Discipline.

1. Suspension:

a. The executive board shall have the authority to suspend members for just cause by a 2/3's vote of the full board; membership shall be suspended for a specified time no longer than the end of that fiscal year.

b. Suspended members are not considered to be in good standing, cannot vote, hold office or perform other duties requiring good standing as specified by these by-laws.

2. Expulsion:

a. The membership shall have the authority to expel members for just cause by: I. Receipt by the secretary within 30 days of the date of alleged infraction of a petition signed by 20% of the voting membership and subsequent 2/3's vote of the membership. Such vote to be conducted by the election committee, such ballot to be accompanied by straight-forward statements of the charge and rebuttal, written by the parties involved; the results to be reported within 28 days of receipt of the petition. II. 2/3's vote at a full membership meeting, after straight-forward statement of the charge and rebuttal.

b. Expelled members may be reinstated only with approval of 2/3's of the membership at a general membership meeting.

c. Elected officials may be recalled from office by appropriate actions in accordance with Section X-B-2a of these by-laws.

d. Decisions of the executive board may be vetoed by appropriate actions in accordance with X-B-2a of these by-laws and Robert's Rules of Order.

XI. EQUIPMENT

A. Club equipment may not be loaned out.

B. Club equipment may only be rented after:

1. Such rental is approved by the executive board.

2. Such rental does not interfere with planned Club activities.

3. The secretary receives documentation from the renter stating the renter's intention of:

a. obtaining and returning the equipment.

b. repairing any damaged goods (to the satisfaction of the executive board).

c. replacing any unrepairable (as determined by the executive board) or lost goods.

C. Rental and/or deposit fees shall be established by the executive board on a case-by case basis.

XII. DISSOLUTION

A. The Club may be dissolved at any time by the appropriate actions in accordance with Section X-B-2a of these by-laws.

B. In the event of the dissolution of the Club, whether voluntary, involuntary or by action of law; none of the Club property, proceeds or assets shall be distributed to any member of the Club.

C. After payment of all debts and obligations of the Club, its remaining property, proceeds and assets shall be donated to a charitable organization for the benefit of dogs, such organization to be elected by the executive board from among suggestions received by the membership.