

BYLAWS

“Paw Point Dog Park Sub-Committee”

ARTICLE I – NAME, PURPOSE.

Section 1: The name of the organization shall be “Paw Point Dog Park Sub-Committee.”

Section 2: The “Paw Point Dog Park Sub-Committee” is committed to assisting the members of Paw Point Dog Park and Baltimore County with sustaining “Paw Point,” an official off-leash dog park on behalf of the Lake Roland Nature Council. The “Paw Point Dog Park Sub-Committee” believes that the Paw Point Dog Park is a vital community asset, and must be well-maintained and operated so that the parks canine citizens and their friends can experience a clean, safe and vibrant environment. The “Paw Point Dog Park Sub-Committee” is a sub-committee of the Lake Roland Nature Council. The Lake Roland Nature Council has final say/approval of any and all activities the “Paw Point Dog Park Sub-Committee” might want to engage in.

ARTICLE II – Committee MEMBERSHIP.

Section 1: The membership of this committee shall consist of two classes of members, the first class designated “Active” and the second class designated “Supporting.”

Class One [Active] consists of Members of the Paw Point Executive Committee (Executive Committee) . Active members are **eligible** to vote.

Class Two [Supporting] consists of any individual or organization supporting the purpose and mission of the “Paw Point Dog Park Sub-Committee”. Supporting members are **ineligible** to vote.

ARTICLE III – MEETINGS & NOTICES

Section 1: The Executive Committee shall hold regular monthly meetings. Such monthly meetings may be held or may be deferred by a majority vote of Active members based on the current needs or pending work load of the sub-committee.

Section 2: Other than regular monthly meetings, special meetings of the Executive Committee may be called by the Chair or by two Executive Committee members. Such meetings may be held without advance notice, and may be held by conference telephone, video screen communication, or other electronic communications, including but not limited to email. Participation in a meeting under this section shall constitute presence in person at the meeting if all of the following apply:

A. Each Executive Committee member participating in the meeting can communicate with all other Executive Committee members;

B. Each Executive Committee member has the opportunity to participate in all matters before the Executive Committee, including the capacity to propose, or to interpose an objection to, a specific action to be taken; and

C. The Executive Committee has adopted and implemented a means of verifying both of the following:

1. A person participating in the meeting is a Executive Committee member; and
2. All actions of or votes by the Executive Committee are taken or cast only by Executive Committee

Section 3: General Meetings of Active and Supporting members may be held when needed as called by the Chair. Active and Supporting members may receive notice of general meetings at least seven (7) days in advance personally, by telephone, by email, or by facsimile.

Section 4: The annual meeting of the Executive Committee shall take place in October of each year, and requires a quorum of the active membership. Active and Supporting members shall receive notice of the annual meeting at least ten (10) days in advance personally, by telephone, by email, or by facsimile.

Section 5: A majority of Executive Committee members present, whether or not a quorum is present, may adjourn any meeting to another place and time.

Section 6: All meetings shall be conducted according to Sturgis' Rules of Order.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1: Executive Committee Role, Size, Compensation. The Executive Committee is responsible for overall policy and direction of the “Paw Point Dog Park.” The Board shall have 5 and not fewer than 4 members. The exact number of Executive Committee members and alternates, within such limits, shall be set by the Executive Committee. Executive Committee members receive no compensation.

Section 2: Regular Meetings. The Executive Committee shall meet at least once a month, at an agreed upon time and place.

Section 3: Election of Executive Committee. The Chair shall appoint a Nominating Committee to recommend a slate of directors. Executive Committee members will be elected by a simple majority vote of the Active membership as present at the annual meeting.

Section 4: Terms. All Executive Committee members shall serve two year terms, but are eligible for re-election.

Section 5: Quorum. A quorum must be attended by at least 50 percent of the Executive Committee members before business can be transacted or motions made or passed.

Section 6: Officers and Duties. There may be four officers of the Executive Committee, consisting of a Chair, Vice Chair, Secretary, and Treasurer. Officers will be elected by the Executive Committee members with the exception of Treasurer. The Treasurer is appointed/elected by the Lake Roland Nature Council.

Duties of the Chair, Vice Chair, Secretary, and Treasurer are as follows:

The **Chair** shall convene regularly scheduled Executive Committee meetings, shall preside or arrange for other officers to preside at each meeting in the following order: Vice Chair, Secretary, and Treasurer.

The **Vice Chair** will chair committees on special subjects as designated by the Executive Committee.

The **Recording Secretary** shall be responsible for keeping records of Executive Committee actions, including overseeing the taking of minutes at all Executive Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Executive Committee member, and assuring that good records are maintained.

The **Treasurer** shall make a report at each Executive Committee meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Executive Committee members and the public.

Section 7: Any action that the Executive Committee is required or permitted to take may be taken without a meeting if all Executive Committee members consent in writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Executive Committee. All such consents shall be filed with the minutes of the proceedings of the Executive Committee.

Section 8: All Executive Committee members shall have access to the Internet, including email. All Executive Committee members who currently do not have access to the Internet, including email, shall obtain such access before reelection to a new term on the Executive Committee. Persons without access to the Internet, including email, are ineligible to be nominated for membership on the Executive Committee.

Section 9: Vacancies. When a vacancy on the Executive Committee exists, nominations for new members may be received from present Executive Committee

members by the Secretary two weeks in advance of a regular Executive Committee meeting. These nominations shall be circulated among Executive Committee members in advance of a regular Executive Committee meeting, and shall be voted upon by Executive Committee members. These vacancies will be filled only to the end of the particular Executive Committee member's term.

Section 10: Resignation, Termination and Absences. Resignation from the Executive Committee must be in writing/e-mail and received by the Secretary. An Executive Committee member shall be removed from the Board if she or he has three unexcused absences from regular Executive Committee meetings in a year. A Executive Committee member may be removed for other reasons by a three-fourths vote of the remaining Executive Committee members.

ARTICLE V – COMMITTEES

Section 1: Standing Committees of the organization are Executive, Finance, Communications and Site. The Executive Committee may also create committees as needed. The Chair approves all committee chairs.

Section 2: The officers serve as members of the Executive Committee.

Section 3: The Treasurer is chair of the Finance Committee, which includes three other Executive Committee members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with other Executive Committee members. The Executive Committee must approve the budget, and all expenditures must be within the budget. Any change to the budget must be approved by the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Executive Committee showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, Executive Committee members and the public.

ARTICLE VI – AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Executive Committee. Proposed amendments must be submitted to all Executive Committee members before approval.