

**ROSEVILLE DOG OWNERS' GROUP
STANDING RULES**

Meetings:

1. The regular membership meetings of the organization shall be held the third Wednesday of each month.
2. The meetings shall be held at the Raley's Community Room, 1915 Douglas Blvd. Roseville.
3. The Board may change the meeting time and place if deemed necessary.
4. Board of Directors meetings shall be held at the discretion of the President. Meetings shall be held as needed.
5. The annual meeting shall be held in January.
6. All elected officers shall attend the board of director meetings and shall have voting privileges. Subordinate officers, committee chairpersons, and interested members are encouraged to attend the board of directors meetings

Membership & Dues:

1. Individual and household dues shall be \$15.00 per year. Business dues shall be \$50.00 per year. The board shall grant honorary lifetime memberships as determined. Dues will not be assessed for honorary lifetime memberships.
2. Dues are due July 1 of each year and delinquent July 31. Anyone joining after April 1st will be considered paid up through June of the following year..
3. Unpaid members shall be dropped from the membership September 1.
4. Membership packets shall be mailed within one month of receipt of dues of a new member. Renewing members will receive acknowledgement.

Address:

1. The address of the organization shall be: P.O. Box 1216, Roseville, CA 95678-8216
2. All organization mail shall be mailed to the P.O. Box designated as the official address. Items needing to be shipped UPS may be sent to a board member's or committee chairperson's home or business.

Voice Mail:

1. The organization shall maintain a voice mail phone line. The current phone number is 916-774-2854.

Website:

1. The organization shall maintain a website. The web address shall be www.rosevilledog.org.

Newsletter:

1. The newsletter (The Scoop) shall be published as directed by the board.
2. Business advertisements shall be offered at a rate of one business card size ad appearing in six issues for \$75.

Publicity:

1. Notice of upcoming meetings and events will be distributed to media outlets as needed.

Dog Parks:

1. RDOG works in conjunction with the City of Roseville regarding existing dog parks and promotes the development of new dog parks.
2. RDOG assists the City of Roseville with Dog Parks as per agreement with the City.

Budget and Expenditures:

1. The budget committee shall consist of the incoming and outgoing treasurers (if change of office), and the President. One other board member will serve if needed to make a total of three persons on the committee.
2. The budget committee shall prepare an annual budget to be approved by the board prior to the January meeting.
3. Non-budgeted expenses more than fifty dollars must have the approval of the board or the general membership.
4. All checks shall have two signatures (any two of the elected officers).
5. Organization checks shall be printed with two signature lines.

Activities:

1. RDOG shall coordinate outings that provide opportunities for owners to socialize with and without their dogs.

Community Events:

1. RDOG shall sponsor community (educational) events as interest demands.

Revenue:

Revenue shall be derived through membership dues, fundraising, donations, donation Box - located within Marco Dog Park, and advertising – In "The Scoop" newsletter.

Officers:

1. The elected officers of the organization shall be the president, 1st vice president, 2nd vice president, secretary, and treasurer.
2. The term of office for elected officers shall be for two years. The President and Treasurer may not succeed his or her office for the immediate next term. The board of directors has the discretion to exempt a member from the term limit if no other member wishes to be elected into that position.

Subordinate Officers and Committee Chairpersons:

1. The president shall appoint subordinate officers and committee chairpersons as needed with the approval of the board of directors.

Special Committees:

1. Special committees shall be appointed by the president as needed with the approval of the board of directors.
2. Special committees shall consist of the audit committee, nominating committee, budget committee, and any other committee designated for a one-time purpose.
3. The president shall appoint an audit committee each year to audit the treasurer's books and registrar's books. This committee shall consist of one board member and one non-board member.

Calendar:

- January –
- 1) New officers take office if elections were held
 - 2) Subordinate officers and committee chairs appointed
 - 3) Annual meeting will be held (all officers and committee chairs will present annual reports)
 - 4) Budget will be presented and approved at annual meeting
- February –
- 1) Board will meet and discuss goals for the New Year
- March –
- 1) Park Committee works with Roseville Park & Rec. on the reopening of Marco Dog Park
- April –
- May –
- June –
- 1) Membership renewal forms will be mailed to members.
- July –
- 1) Dues are due July 1
 - 2) 2nd renewal notice mailed to members who have still not renewed membership
 - 3) Dues are delinquent July 31
- August –
- 1) E-mail and or phone tree reminder sent to members who have still not renewed membership
- September –
- 1) Unpaid members dropped from membership September 1
 - 2) Nominating committee appointed if elections held that year
 - 3) Budget committee is selected
- October –
- 1) Nominating committee submits recommendations to board of directors when it is an election year.
 - 2) Audit treasurer's and registrar's books
- November –
- 1) Nominations for elected officers if it is an election year.
- December –
- 1) Election of officers if it is an election year.

Adopted: 27 March 2009

Updated: 27 March 2009