

BY-LAWS - DOG Lovers Club @ KINGS POINT

ARTICLE 1 – DEFINITIONS

“Dog Lovers Club at Kings Point” (hereinafter referred to as **“DLCKP”**) is the name of the Club that manages the Dog Park located in Kings Point.

“Kings Point” (hereinafter referred to as “KP”) is a 55+ gated retirement community in Sun City Center, FL.

“The Federation” (hereinafter referred to as “FED”) is the entity that provides services for the 113 associations in Kings Point and is the final resolution source for any issues that arise at the Dog Park.

“Condominium Association (hereinafter referred to as “COA”) is the entity in Kings Point that is the main source for grants and other assistance that may be required to operate the Dog Park Club.

Vesta, (hereinafter referred to as “Vesta”) is the Facilities Management Company charged by the Federation Board with the responsibility of ensuring that all clubs are compliant with the Rules and Regulations, Articles of Incorporation & Bylaws of the Kings Point West Recreational Rules Association, Inc. documents. Vesta oversees all sanctioned clubs, requiring approval of any function requiring an admission fee and submission of specific annual reports by all club to the KPCH business office.

Master Association (hereinafter referred to as “MA”) is the entity that holds the lease on the property from ClubLink Corp. that has been assigned to the Dog Park. Any improvements to the property must be approved through the Master Association who in turn obtains confirmation from ClubLink Corp.

“Sanctioned Club” in Kings Point is defined by Vesta as a group of people who share similar interests that gather for formal meetings, functions, events and activities.

- Sanctioned clubs are permitted to charge membership dues
- Sanctioned clubs are permitted to hold functions that charge an admission fee to cover the costs of basic supplies, decorations, food/beverage, entertainment, etc.
- Sanctioned clubs can book space in clubhouses without paying room rental fees

ARTICLE 2 – ORGANIZATION NAME

The name of the organization shall be the DOG Lovers Club at Kings Point, (hereinafter referred to DLCKP) a 501c3 not for profit organization committed to assisting the residents of Kings Point, a 55+ age gated community located in Sun City Center, Florida, with sustaining an off-leash dog park.

The DLCKP believes the Dog Park is an important community asset that offers residents both physical and sociological benefits.

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ARTICLE 3 – PURPOSE

The purpose of the DLCKP shall be to create and operate a self-funded fenced in off-leash dog park for residents and owners of property in Kings Point where well behaved dogs can run free and exercise in a clean safe environment without endangering or annoying people, property or wildlife; be designed as a well maintained space who's membership is open to dog lover families who are willing to uphold the park's regulations, work to promote responsible dog ownership and the protection of our environment in support of the health and well-being of dogs and their owners through education and off-leash recreation;

ARTICLE 4 – ORGANIZATION

1. Board of Directors (BOD). DLCKP shall be directed by a board of directors consisting of five (5) members, including a president, a vice president, a secretary, a treasurer that will be selected from the members. Until further notice, there shall be 2 additional Directors selected by the BOD: Director – Liaison MA Board and Director – By-Laws. These positions shall assist in the initial setup of the DLCKP.

2. Duties of the Board of Directors.

a. The Board of Directors shall determine the policies, rules and activities appropriate to carry out the purposes of DLCKP. The Board of Directors shall establish such committees and appoint such committee chairs and committee members as it deems necessary and proper to carry out the purposes.

b. The Board of Directors shall have fiscal responsibility for DLCKP and has the responsibility and authority to approve all contracts and expenditures.

3. Fiscal Year. The fiscal year of DLCKP shall begin on January 1 and end on December 31 of each calendar year.

4. Compensation and Bonding. All officers, directors, and committee members shall serve without compensation, except that such individuals may be reimbursed for reasonable expenses incurred in the performance of their duties. No member of the Board of Directors shall be required to post bond.

5. Resignation of Director. Any Director may resign at any time by delivering written notice to the President or the Secretary or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein.

6. Removal of Director. A director may be removed when sufficient cause exists for such removal. This recommendation for removal may come in writing from any member or from a board members. The BOD shall hold a meeting at which the director in question shall be heard. A director shall be provided with not less than

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thirty (30) days written notice that the Board, upon a majority vote, has placed the question of that director's removal on the agenda of a regular or special meeting of the Board. A director may be removed by a vote of not less than two-thirds of members of the Board of Directors. Grounds for removal shall include the following: 1. Failure to comply with the provisions of Section I, above. 2. Failing to attend three (3) consecutive meetings of the Board of Directors. 3. Repeated failure to comply with the dog park rules, 4. Other conduct that is deemed inappropriate by the Board of Directors or inconsistent with the policy for Board members as set forth in Article 5 Duties of Directors.

Upon removal, the BOD shall appoint an interim replacement in accordance with Article 6, 3. Vacancies

ARTICLE 4 – TERM OF OFFICE

Directors shall be elected for a term of two years, with staggered terms to ensure continuity of BOD operations. In the initial start up the terms and replacement shall be as follows: Vice President and Treasurer shall be replaced in the 3rd year of operation; President and Secretary the following or 4th year of operation. Thereinafter, all terms will run for 2 years with this staggered replacement process.

There shall be no limit on the number of terms a member may serve as a director.

The Director Liaison MA Board and Director By-Laws are appointed positions to assist in the establishment of the dog park and shall remain in effect until dissolved by the BOD.

ARTICLE 5 – DUTIES OF DIRECTORS

The BOD shall establish Rules and Regulations for the use of the Dog Park, and Policies and Procedures by which the Board shall operate. The officers shall perform those duties enumerated below and any others which are provided for or implied by other provisions of these by-laws:

1. The President shall have the following duties:

- a. Preside at all meetings of the Board of Directors and of the members.
- b. Schedule meetings of the Board of Directors and of the members and prepare agendas.
- c. Enter into and sign all contracts and other legal obligations upon proper authorization of the BOD.

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- d. Present a summary of the prior year's activities at the annual meeting of members.
- e. Countersign all disbursements with the Treasurer, or with the Vice President in the absence of the Treasurer, for amounts in excess of Five Hundred Dollars (\$500).
- f. Be authorized to deposit and disburse funds of the DLCKP in the absence of the Treasurer for legitimate purposes, subject to the requirement to have two signatures for disbursements in excess of \$500.
- g. Appoint chairs and members of all committees established by the BOD.

2. The Vice President shall have the following duties:

- a. Perform the duties of the President in the absence of the President.
- b. Serve as the parliamentarian at all meetings.
- c. If for any reason the President does not complete the elected term of office, serve as President for the balance of the unexpired term.
- d. Perform such other duties as assigned by the President or by the BOD.
- e. Shall serve as membership chairperson, receiving all membership applications and maintain a complete list of members' data required in a database. Each year The Vice President will launch a membership renewal campaign by posting notices on the bulletin boards, mailing and/or emailing to the membership.

3. The Secretary shall have the following duties:

- a. Record the proceedings of all meetings of the BOD and of the members and distribute the minutes all members in a timely fashion after the meeting.
- b. Serve as corresponding secretary for DLCKP as directed by the President or by the BOD.
- c. Assist the Vice President by managing the membership database;
- d. Prepare ballots and other necessary documentation for the use of directors and members.
- e. Perform such other duties as assigned by the President or by the BOD.

4. The Treasurer shall have the following duties:

- a. Be entrusted with and have custody of all funds of DLCKP and keep and maintain an accurate record of all receipts and expenditures.
- b. Deposit and disburse funds of DPRB.

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- c. Sign all checks and other evidence of payment by DLCKP at the direction of the BOD.
- d. Obtain the signature of the President, or of the Vice President in the absence of the President, on all disbursements in excess of Five Hundred Dollars (\$500).
- e. Establish and maintain accounts in such financial institutions as directed by the BOD.
- f. Present financial reports to the BOD and to the members as directed by the BOD. An annual financial report shall be made available to the members no later than February 15 for the prior fiscal year.
- g. Prepare, subject to approval by the BOD, a budget for the following fiscal year.
- h. Ensure that the organization retains its non-profit status with the State of FL.
- i. Make sure liability insurance is in effect annually.
- j. Assist the Vice President in by depositing and recording the membership fees collected.
- k. Invest funds as directed by the BOD.
- l. Order equipment and materials as directed by the BOD, such as annual dog membership tags.
- m. The Treasurer's records shall be audited annually prior to February 1 each year, by a third party possessing qualified financial experience.
- n. Perform such other duties as assigned by the President or by the Board of Directors.

5. Director Liaison MA Board shall have the following duties:

- a. Assist the BOD with the initial setup of the park;
- b. Communicate the BOD needs to the MA for support and direction

6. Director By-Laws shall have the following duties:

- a. Develop and maintain the DLCKP By-Laws
- b. Prepare By-Law changes as directed by the BOD for adoption by the members.

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ARTICLE 6 – ELECTION OF DIRECTORS

1. Nominations. The President shall annually appoint a Nominating Committee, consisting of at least three members. The Nominating Committee shall propose individuals to replace those officers and directors whose terms are expiring at the end of the current year or to complete the term of a prior vacancy filled by appointment until the annual meeting. The Nominating Committee shall propose one or more active members to be included on the ballot for each position. The names of the nominees shall be presented to and voted upon at the November Members meeting. Nominations may be made from the floor at this meeting. Only members may be nominated for any elected office.

2. Elections. Elections of directors shall be by secret ballot. Only members shall be permitted to vote, either in person or by absentee or by proxy. See ARTICLE 7 VOTING. The nominee receiving a majority of votes shall be declared as elected to that office. If no nominee receives a majority of the votes, a run-off election between the two nominees with the highest number of votes will be held.

3. Vacancies. All vacancies in elected positions shall be filled by appointment by the remaining Directors, except that a vacancy in the office of President shall be filled by the Vice President. In the event of a vacancy in the offices of both President and Vice President, the Secretary shall call a meeting of the members for the purpose of taking nominations from the floor and conducting an election to fill the offices. Any person appointed by the Board of Directors to fill a vacancy shall serve until the expiration of the term or until the next annual meeting of the members, whichever occurs first. Any person elected by the members to fill a vacancy shall serve until the expiration of the original term.

ARTICLE 7 - VOTING

Each member household shall have one (1) vote and only members in good standing DLCKP can vote.

It is the BOD's preference that all members attend the November voting meeting. However, if for some reason a member cannot attend a voting meeting, absentee or proxy votes will be accepted as stated below.

1. ABSENTEE voting

- a. Absentee ballots will be sent by mail or E-mail to all members. The Absentee ballot shall show the Director's name and mail or email address to whom the completed absentee ballots must be return. The Member is responsible for returning the form.
- c. Absentee Ballots must be received by the Director responsible for the ballots no later than 5 days prior to the voting membership meeting.

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- d. The Ballot must contain the following information to be valid:
 - (1). Name and address of member using the ballot.
 - (2) For an officer election, the list of all nominees for the contested offices with a line beside each name on which a vote may be marked.
 - (3) For an item or items being voted on, a statement or explanation of items being vote on, with a FOR or AGAINST response line where the voter can indicate their choice.
- e. ABSENTEE BALLOTS will be brought to the membership meeting by the responsible Officer. The absentee ballot voters' names will be noted "AB" on the list of meeting attendees.
- f. After the membership present at the meeting have voted and their ballots have been counted by designated persons, the ABSENTEE BALLOTS will be opened and added to the votes. The final result will be announced to the membership.

ARTICLE 7 – MEMBERSHIP

1. General Membership:

- a. Membership is open to all residents of Kings Point in good standing, upon payment of the KPDLC member dues in accordance with ARTICLE 9 Dues.
- b. Membership is by household not by individual or the number of dogs in the household.
- c. Each year a new dog tag will be issued to each dog registered by its owner upon payment of the annual club dues. The tag must be worn by the dog(s) and visible while visiting the park.
- d. Each year Members are required to have their dog(s) inoculated for rabies and any other inoculations that are required by Hillsborough County and **proof of such inoculations** must be provided at the time membership registration and dues payment.
- e. Due to the inoculation requirement, no visitors (or their dog(s)) will be permitted in the park.
- f. While at the park, KPDLC members must show their KPID if requested.
- g. Memberships expire December 31st each year. Annual due fees are not refundable.

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2. Membership Suspension

Any member or a member's dog may be suspended from membership in the DLCKP for cause. Suspension of park privileges shall be done only by a majority vote of the Board.

a. Procedure:

A club member who recommends the removal of another member or member's dog must submit the request in writing to the BOD. Cause for removal shall include, but not be limited to, disruptive behavior of the member or their dog(s); or failure to abide by the rules and regulations of the dog park, destruction of park property etc. Depending on the severity of the violation, the BOD may elect to issue a verbal warning before initiating membership suspension.

- a. The letter must clearly state the reason(s) for the proposed action.
- b. The letter must be signed by the member bringing the action.
- c. The letter must be signed by at least two (2) other members of the club.

b. Member Suspension Notification

No later than 10 days of receipt of complaint, the Board shall convene a special meeting with the member under consideration for suspension to review the complaint. The Board shall notify the member at least 3 days prior to meeting date. The member will be allowed time to present evidence as to why the suspension or termination shall not take place. A majority vote by the Board will be necessary to invoke suspension. The result of the vote will be posted on the Bulletin boards for membership notification. If membership is suspended or terminated for violation of the rules, there shall be no refund of any membership dues.

c. Member Reinstatement.

After one year from the date of suspension, the suspended member may reapply, by letter, to the DLCKP Board for reinstatement for themselves and their dog. If the Board agrees and votes for the reinstatement, the Board shall post the member's reinstatement request on the park's bulletin board for a 10 day period. If no objection by any member is received, the member/dog will be reinstated.

If there are any objections from the members, the Board shall call a special meeting to address the reinstatement issues with said member(s). The Board will make a final decision on the member/dog reinstatement and post that decision on the bulletin board.

The reinstated member shall be required to pay the current years dues.

ARTICLE 9 DUES

The membership year is January 1 through December 31. Dues shall be payable by December 31 each year. Members whose dues remain unpaid as of January 15 will be dropped from membership.

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The Board of Directors shall annually review and set the dues amount for the following year. Any change to the dues amount must be presented to the membership for vote at its November members meeting each year. (See Section 11 Meetings)

The Board of Directors may adopt a dues structure that provides for a reduction in the amount of dues for new members joining after October 1 in a given year.

ARTICLE 10 DOG PARK RULES

The Board of Directors shall adopt rules for the operation of the dog park. These rules must be adopted by a 2/3 majority of the BOD.

Park Rules must be posted at the entrance(s) of the park and may be at other locations visible to members using the park.

All members shall have the responsibility of enforcing the dog park rules for the safety and enjoyment of others.

Violation of the rules may serve as grounds for assessments or for suspension or termination of membership privileges as specified in the rules. (See Section 7 Membership)

ARTICLE 11- MEETINGS

There shall be no less than three (3) membership meetings each year. The Board shall set the dates of these meetings and may call special meetings as needed.

1. Election of Officers membership meeting shall be held the 2nd Tuesday of November each year for the purpose of electing officers for the current year. Said officers to assume office of January 1st and serve through their two year term. The membership shall also vote on any other business that may arise.
2. Other general membership meetings shall be in February and September for the purpose of conducting the clubs business.
- d. November's meeting will be for electing officers for the next year, approval of the next year membership fees and the budget.
- e. Members shall be notified of each scheduled or special meetings date. Notification shall be accomplished by written notice posted at the park and by email at least 10 days prior to the meeting.

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- f.** Members wishing to add an agenda item to any meeting must submit them in writing to the President five (5) days prior to the meeting.
- g.** A quorum for any membership meeting is defined as ten (10%) of the current paid membership.
- h.** All decisions shall be determined by vote according to Robert's Rules of Order.
- i.** Members may request a special meeting by submitting a request in writing signed by ten (10) or more members of the club. Upon receipt of such written request, the President must call a special meeting of the membership within thirty (30) days. Membership notification shall be made in accordance to paragraph C.
- j.** The BOD shall meet on a monthly basis. This requirement may be waived by a majority of the Board if no pressing business exists. In absence of a meeting the Board may use other forms of communication to reach Board agreement on any non-financial matter or any financial matter that does not exceed two hundred dollars (\$200.00).
- k. Order of Meetings**

DLCKP authorized meetings shall follow the format:

- Roll Call.
- Approval of the Minutes of the preceding meeting.
- Reports of Committees.
- Reports of Officers.
- Old and Unfinished Business.
- New Business.

ARTICLE 12 – FINANCIAL

- A.** Each year the Board shall prepare a budget based on (1) estimated miscellaneous income, (2) estimated total income from annual membership fees, (3) estimated D.O.G. club expenses; (4) estimated Reserve for park improvements. This budget shall be presented to the membership at the November meeting for their approval. A majority affirmative vote of members present shall approve the budget.
- B.** The annual membership fee shall cover the clubs operational expenses. The fee amount shall be recommended by the Board each year and submitted to the membership during its normal November business meeting. A 2/3 affirmative vote of members present shall approve any fee change.

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- C. Failure to adopt a new annual budget or membership fee shall result in the continuance of the budget and fee for the following year.
- D. The budget may be amended at any membership meeting provided the membership is notified of said budget amendment 10 days prior to the a duly called DLCKP meeting.
- E. The Treasurer shall prepare a financial statement listing the assets and liabilities and the financial statement shall be made available monthly to the Board
- F. The Board may authorize expenditures during the calendar year as long as they do not exceed the total budgeted expense for that year.
- G. Request for reimbursement for Board authorized expenses incurred by any member shall be submitted to the treasurer for payment. Any checks in excess of \$500.00 must be signed by two Board members.
- H. The Treasurer shall draft, sign and forward DLCKP checks to the payees for expenditures authorized by the Board. In the Treasurer's absence, the President shall draft, sign and forward such checks.
- I. Membership fees paid by new members joining the D.O.G. during the last quarter of the year (October, November or December) will cover the remainder of that calendar year, and be applied to the following full calendar year.
- J. Special assessments may be required during the course of the year as determined by the Board. In this event, a Special Membership Meeting will be called by the President to vote on the matter.

ARTICLE 13 – COMMITTEES.

1. All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Directors.
2. The permanent committees and their activities shall include and not be limited to:
 - (a) Election Committee; (b) Event & Fundraising Committee; (c) Hospitality Committee
 - a. Election Committee- shall be responsible to find qualified candidates for the Board; present its slate of nominees at the September membership meeting and conduct the Election of Officers at the November meeting.

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- b. Event & Fund Raising Committee: - shall be responsible for defining membership events for during calendar and shall oversee all fund raising activities included but not limited to contacting potential donors, creating fundraising opportunities and managing on-going fundraising activities.
- c. Hospitality Committee – shall be responsible to manage the food and beverage and social activities at all regularly scheduled membership meetings and any fund raising events.

ARTICLE 14 – NON MEMBERS

Non-members and/or guest of members are not permitted to use the park.

ARTICLE 15 – SANCTIONED CLUBS RESPONSIBILITY TO FACILITIES MANAGEMENT

1. Annually, the BOD must provide to the Facilities Management Company the following reports:
 - a. List of the Club Directors, their term, election date and address (within 10 business days from the election of new officers)
 - b. Club By-Laws
 - c. Documentation of Membership records
 - Club President must be a Kings Point Resident
 - 75% of BOD must be Kings Point Residents
 - A voided check from club bank account and a bank statement in the club's name
2. On an on-going basis the following must be provided to the Facilities Management Company within 10 business days of each function where admission or a fee was charged
 - Special Event Profit/Loss statement
 - Receipts and contracts for any expenses over \$100 for each function
 - Copies of all charitable donations.

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ARTICLE 16 – AMENDMENTS OF THE BY-LAWS

1. Amendments to these By-Laws shall be adopted by two-thirds (2/3) vote of the members present at any regular meeting. Members shall be given at least one week advance written notice of the By-Law changes prior to the meeting. Upon approval by the members the By-Laws will be signed by the President and Vice President and shall become effective within one week of signature.

2. These By-Laws and all amendments or additions thereto shall not become effective until approved.

These By-Laws were adopted and approved on _____, 20__.
(Date)

(Vice President's Signature)

(Vice President's Printed Name)

(President's Signature)

(President's Printed Name)

One signed copy is to be sent to the Amenities Management Company in the KPCH Business Office