

**PALS - PET AND ANIMAL LOVERS CLUB  
OF STONE CREEK**

**POLICIES and GUIDELINES**

# PALS POLICIES & GUIDELINES

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# PALS POLICIES & GUIDELINES

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## PET AND ANIMAL LOVERS OF STONE CREEK CLUB POLICIES AND PROCEDURES

These POLICIES AND PROCEDURES are intended to clarify and more specifically apply Stone Creek Association Rules and Club Bylaws to the every-day operation of the PET AND ANIMAL LOVERS CLUB, herein known as PALS. If any language herein conflicts with the Stone Creek Association Rules or the Club By-Laws, the Association Rules and Club By-Laws language shall apply.

### 1. MEMBERSHIP GUIDELINES

#### A. Membership Meetings

1. All PALS meetings or events of any kind must be approved by the Club Board of Officers.
2. PALS will hold an Annual Meeting in December for all members. This annual meeting requires a thirty (30) day public notice to all members.
3. Membership Meetings will be held monthly according to the annual schedule proposed and ratified by the Board of Officers. Meetings may be changed as necessary due to room availability, scheduling conflicts and/or other reasons determined by the Board.
4. PALS Subgroups may be established by the Board of Officers and are defined as a gathering of members sharing interests in certain animals or interests (e.g. Canine (Dog) Lovers, Feline (Cat) Lovers, Wildlife Lovers, etc.) A subgroup's structure, activities and any special event fees are determined by its members with the approval of the Board of Officers. Subgroups may meet at times other than the monthly membership meetings, with the approval of the Board.
5. There must be an assigned Facility Monitor present during all scheduled PALS meetings and events to ensure that Association and Club Operating Policies and Procedures are met.
6. All Members are responsible for leaving the room in a clean and orderly fashion.
7. PALS and/or the Stone Creek HOA may furnish equipment and/or supplies that may be used by members. In order to use such equipment, club members may receive training in the use and safety of each piece of equipment. Such Stone Creek HOA equipment and/or supplies may not be removed from the premises.
8. Proper behavior and decorum is expected from all members and guests at all club functions. Members who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption and dissention among club members or other clubs or the Association in general, may have their membership temporarily suspended by the club. Proper behavior and decorum includes complying with club policies and procedures set forth by the club including safety rules when in existence.

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9. The following steps are recommended for club disciplinary action for members or guests at any function:
  - a. First offense – written club warning or verbal request to leave a session.
  - b. Second offense – short term club suspension or verbal request to leave a session.
  - c. Third offense – longer term club suspension or verbal request to leave a session.
  - d. Fourth offense – termination in accordance with procedure in Chapter Three, paragraph 3.1C of the Charter Club Rules and Procedures.

## **B. MEMBERSHIP DUES**

1. Dues will be determined annually by the Board of Officers and approved by a simple majority (51%) show of hands vote of Club members in attendance at the Annual Meeting in December.
2. Dues are effective for the calendar year (January 1-December 31) and renewable each year.
3. The current dues are Ten (\$10.00) Dollars per year for a Single membership.
4. Dues will be pro-rated after October <sup>1st</sup> and through December <sup>31st</sup>, to \$5.00 for a single membership.

## **C. QUORUM & VOTING**

1. A Quorum must be present in order to entertain a motion for a vote to be carried. A quorum consists of 51% of the Board of Officers being present and those members present at any duly called business meeting.
2. A quorum being present, motions on various matters may be entertained and passed with a simple majority (51%) show of hands vote of the membership present.

## **2. BOARD OFFICER RESPONSIBILITIES**

### **A. The President:**

1. schedules and presides over Board and Membership Club meetings
2. calls special meetings with the approval of the Board
3. prepares and submits the annual budget with the cooperation of the Board
4. appoints an active club member to act as Portal Administrator
5. coordinates club activities and announcements with the designated Portal Administrator and acts as Portal Administrator in their absence
6. attends quarterly Charter Club president meetings
7. coordinates the club's involvement with the Stone Creek HOA, Lifestyle Director and/or special events
8. maintains and updates the designated club's area on the Lifestyle Bulletin Board
9. ensures required Charter Club Forms are filed with Lifestyle / Director

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10. establishes committees when necessary and oversees all committee chairpersons; makes recommendations to the Board Officers regarding ongoing committee activities.
11. calls sessions, appoints committee members (with Board approval) and presides as Chairperson of the PALS Community Development Committee to identify opportunities for club involvement in the community and organizations worthy of support in support of the club's mission and goals
12. establishes all club committees and appoints chairpersons (with Board approval); makes recommendations to the Board Officers regarding ongoing committee activities
13. ensures that the Nominating Committee provides nominations for a Slate of Officers in a timely manner to meet announcement requirements
14. appoints a replacement to serve the remaining term for Vice President, Secretary or Treasurer should an officer be unable to complete service

## **B. The Vice President:**

1. stands in for the President when he/she is unavailable
2. presides as President for the remainder of an unexpired term, should the President be unable to complete service
3. determines quorum for meetings when needed
4. attends quarterly Charter Club president meetings when President is unavailable
5. supports president with club special events and advises president of opportunities for club involvement both inside and outside of Stone Creek
6. assists President to ensure required Charter Club forms are filed with Lifestyle / Director
7. acts as Facilities Monitor when using Association Facilities
8. acts as club historian by maintaining a written or electronic record of the club's activities for the year
9. acts as Membership Chairman by overseeing new membership recruitment activities in cooperation with the Treasurer

## **C. The Secretary:**

1. records minutes at all Board and Membership meetings and provides minutes for approval at each respective meeting.
2. maintains a permanent (electronic) repository of the following records which include, but are not limited to: Bylaws, Policies and Procedures and Meeting Minutes
3. assists the Portal Administrator and/or perform such duties as needed
4. provides Membership meeting minutes, Board minutes and club documents to the Portal Administrator for posting
5. keeps updated membership and meetings attendance rosters
6. creates and submits quarterly participation report to Association Management
7. assists President to ensure required Charter Club forms are filed with Lifestyle Director

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8. maintains the PALS Club Information Binder provided by Lifestyle in the Reunion Center

## **D. The Treasurer:**

1. manages and disburses all funds, including petty cash and banking account(s)
2. makes bank deposits
3. keeps permanent records of all financial transactions for no less than seven years
4. provides a Treasurer's report, including balance and activity, at each Board and Membership meeting for approval
5. presides as Chairperson of the Financial Committee
6. provides required detailed financial reports, required receipts, tax information and monies due to the Association Management and assists President to ensure required Charter Club forms are filed with Lifestyle / Director
7. collects dues and prepares dues notices for portal administrator when needed
8. maintains an up-to-date membership roster (based on dues) and provides it to all Board Officers and the Portal Administrator for their files
9. cooperates with the Vice President in the recruitment of new members as needed

## **E. The Portal/Web Administrator (Note: This is an appointed position and works in conjunction with the Board)**

1. manages and maintains the club's information published on the Stone Creek Portal site ([www.ourstonecreek.net](http://www.ourstonecreek.net)) and/or the club's proprietary internet website ([www.scpals.com](http://www.scpals.com))
2. selects and trains a secondary Portal Administrator with the Board's approval for backup and/or assistance in maintaining the portal and website
3. coordinates with the Board of Officers by attending Board Meetings when necessary
4. maintains Club Calendar of Events approved by the Board
5. creates and e-mails flyers for special events (coordinating with special event leaders) as well as posting paper copy on the Reunion Center Bulletin Board
6. coordinates with the Lifestyle Office to promote the club and/or events via the Portal/SCTV/Flyers for community-wide announcements or advertising.

## **3. BOARD OF OFFICERS ELECTIONS**

- A. The Board of Officers shall appoint a Nominating Committee in October, two (2) months prior to the Election of Officers held at the Annual Membership Meeting in December. The Nominating Committee consists of two members (one of which can be a Board Officer) who will review and select nominees for the next year's Board of Officers. All nominees must be paid Club members in good standing.
- B. Additionally, the Nominee for the Office of President should be an ACTIVE member, defined as a member who has attended a minimum of 5 monthly meetings in the

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current calendar year in which they are nominated. This requirement is meant to ensure the continuity of the club's purpose, mission and goals.

- C. The selected nominees must be announced as the Slate of Officers with a thirty (30) day notice to the Membership.
- D. At the Club's Annual Meeting, the next year's Board of Officers shall be elected by a simple majority (51%) show of hands vote of the Club's members in attendance at the annual meeting. The annual meeting shall require a thirty (30) day notice to the members.
- E. A summary timeline of the Board of Officer election process is as follows:
  - October: Nominating Committee appointed and announced
  - November: Slate of Officers for Election announced
  - December: Elections of Officers at the Annual Meeting
- F. Board of Officers term of office shall be for a calendar year.
- G. Whenever possible, the Board Officer positions should be "staggered", in that no more than two (2) Board Officers are changed in any one calendar year, to ensure Board continuity.
- H. The positions of Secretary and Treasurer may be combined, with the responsibilities of both positions assumed by the holder of the office.
- I. All Club Officer positions must be filled to meet Charter Club requirements. In the event that any required position cannot be filled, the club may be required to dissolve. Notice must be given to the membership regarding such possibility of dissolution by calling a special club meeting with a thirty (30) day notice for the membership to be formally advised of the vacancies, discuss options and/or vote for dissolution. This will hopefully allow the membership to provide volunteers to fill the vacant office to avoid dissolution.

## 3. BOARD MEETINGS

- A. Board of Officers Meetings shall be held, at a minimum, semi-annually in January and June, but monthly Board meetings are recommended to ensure proper communications and provide appropriate club organization.
- B. A Quorum must be present to entertain a motion for a vote to be carried. A quorum consists of 51% of the Board of Officers being present at any duly called Board meeting.
- C. A quorum being present, a simple majority (51%) show of hands vote of Board Officers present is required to pass any motion.

## 4. FINANCIALS

- A. The Treasurer will sign all checks. If the Treasurer is unavailable the President will be the second signature. If the Treasurer or President is not available, the Vice President can sign, and if the Vice President is unavailable the Secretary can sign.
- B. The PALS Finance Committee established by the PALS Bylaws shall operate as defined by their Charter and Mission Statement.

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- C. PALS financial policies and procedures shall be developed and maintained by the Finance Committee and subject to approval by the Board of Officers and included in the annual financial audit as necessary.

## **6. AMENDMENTS**

- A. Recommendations to amend the Club Bylaws or Policies and Procedures may be made at any Board or Membership meeting.
- B. Amendments to the Bylaws require a two-thirds written ballot vote of the membership present at a duly called business meeting, after thirty (30) days proper notice is given to all members.
- C. Amendments to the Policies and Procedures requires a simple majority (51%) show of hands vote of the membership present at any business meeting, after thirty (30) days proper notice is given to all members.
- D. The PALS Club Bylaws and the Policies and Procedures shall be reviewed in full every five years by a special committee appointed by the Board or sooner if deemed necessary. This committee shall present its finding in a written report to the Board of Officers, explaining its recommendations for changes and/or amendments to these documents.

### **PALS Policies & Procedures Revisions**

January 2015 – v1.0

February 2019 – v1.1 (revised 1.B.3-4 Dues)