

**Robson Ranch Texas  
Happy Tails Dog Club  
Bylaws and Charter  
Revised 5/13/2023.**

**Article I - Name**

The name of the organization shall be Robson Ranch HAPPY TAILS DOG CLUB, hereinafter referred to as "HAPPY TAILS ". A nonprofit organization.

**Article II – Mission**

The mission of HAPPY TAILS shall be the promotion, for its members and their pets, of activities, education, information dissemination and socialization of pets and their owners.

**Article III – Authority and Limitations**

HAPPY TAILS will operate as an instrumentality of the Robson Ranch Homeowners' Association, herein referred to as "Association", in compliance with its bylaws and regulations, but will not conduct business or obligate funds in the name of the Association.

**Article IV – Members**

**Section 1.** Membership shall be open to any person who has a current Robson Ranch Homeowner/Property Owner Identification card.

**Section 2.** No eligible person shall be denied membership to HAPPY TAILS because of gender, race, color, religion, national origin, marital status, sexual orientation or veteran status.

**Section 3.** HAPPY TAILS enrollment may be contacted at any time, outside of a regular meeting, by enrolling with a Board Member.

**Section 4.** Dues, if any, for HAPPY TAILS membership will be set by the Board of Directors.

**Section 5.** Fees may be charged for the HAPPY TAILS activities, in addition to the regular membership dues. Monies will be handled by the Treasurer.

**Section 6.** Any member of HAPPY TAILS, in good standing, shall be entitled to vote at any regular or special meeting and invited to participate in all events upon compliance with adopted regulations and bylaws.

**Section 7.** At meetings of HAPPY TAILS, decisions shall be made by a majority vote of those members present and voting.

**Section 8.** A good-standing member is a HAPPY TAILS member who is enrolled and whose dues are current.

## **Article V – Board of Directors**

**Section 1.** HAPPY TAILS shall have an elected Board of Directors, hereinafter referred to as the “Board”, which shall consist of the following officer positions, President, First Vice President, Second Vice President, Secretary and Treasurer.

**Section 2.** All officers must be members of HAPPY TAILS.

**Section 3.** Each officer is elected to a one (1) year term and may be elected to consecutive terms.

**Section 4.** The membership of HAPPY TAILS may vote to recommend the removal of a member of the Board. The rules of amending this Charter (see Article XII) apply to removing a member of the Board.

## **Article VI – Board Elections**

**Section 1.** Election of Board Members shall take place at the annual meeting on the second Saturday of May.

**Section 2.** Nominees can be submitted at the annual meeting.

**Section 3.** The slate of candidates is presented to members at the annual meeting.

**Section 4.** A simple majority of the HAPPY TAILS members, present and voting by raising their hands at the annual meeting, is sufficient to elect the Board Members.

**Section 5.** The elected Board shall take office immediately upon election.

## **Article VII – Governing Body**

**Section 1.** The governing body of HAPPY TAILS is the Board.

**Section 2.** It shall be the duty of the Board to conduct, manage, and control the affairs and business of HAPPY TAILS between meetings of the regular membership.

**Section 3.** A majority of the Board shall constitute a quorum for a Board meeting.

**Section 4.** Vacancies occurring in any office shall be filled by Board appointment.

**Section 5.** Board vacancies that occur between elections shall be filled by Board appointment. The term served by the appointee is the remainder of the term of the Board Member being replaced.

## **Article VII – Duties of Officers**

**Section 1.** The PRESIDENT shall:

- a) Be the chief administrator of HAPPY TAILS
- b) Preside over all HAPPY TAILS Regular and Board Meetings
- c) Be an ex-officio member of all committees.
- d) Appoint Chairpersons of Committees
- e) Schedule facilities HAPPY TAILS Board-approved contracts, such as equipment and instruction.

**Section 2.** The FIRST VICE PRESIDENT shall:

- a) Assist the President
- b) In the President's absence, perform the duties of the President's office.
- c) Plan special events and facilitate programs.

**Section 3.** The SECOND VICE PRESIDENT shall:

- a) Oversee the Bylaws and Charter,
- b) Prepare and submit any amendments of Bylaws and Charter to the Membership. Submit same to Association for their records.
- c) Act as Membership Chairman.

**Section 4.** The SECRETARY shall:

- a) Record the minutes of Meetings of the Board and of the Membership.
- b) Be in charge of all HAPPY TAILS records, other than the Treasurer's.
- c) Present at a regular meeting the previous regular meeting's minutes and obtain approval by the HAPPY TAILS Membership.
- d) Post required Notices.

**Section 5.** The TREASURER shall:

- a) Is the chief financial officer and shall be responsible for collecting the dues of members and other monies, as required.
- b) Shall pay HAPPY TAILS Board-approved bills.
- c) Shall present financial reports at each Board and HAPPY TAILS membership meeting.
- d) Shall retain the Treasurer's records.

**Article IX – Fiscal and Finance**

**Section 1.** The fiscal year shall be January 1 through December 31.

**Section 2.** No HAPPY TAILS Board member shall receive compensation.

**Section 3.** The Board will review the Treasurer's books at least annually. A review shall be completed no later than 28 days following the end of the fiscal year. A review is also required when there is an incoming new Treasurer. The review shall be reported to the membership at the next regular meeting.

**Section 4.** The Treasurer, and at least two other members of the Board, shall be authorized to sign checks to expend HAPPY TAILS monies for Board-approved expenses. Two signatures shall be required on checks.

**Section 5. Budget**

- a) The Board-prepared budget shall be presented for approval of the membership at the annual meeting.
- b) The budget may be revised, as needed during the year, with approval of the Board and HAPPY TAILS membership.
- c) No single unbudgeted expenditure in excess of One Thousand US Dollars shall be made without approval of the HAPPY TAILS membership.

**Article X – Meetings**

**Section 1.** Membership and Board meetings shall be held as called by the President.

**Section 2.** The date and location of the next regular meeting shall be announced via e-mail.

**Section 3.** The annual meeting will be held in May of each year. Annual meetings will follow the rules of a regular meeting.

**Article XI – Parliamentary Authority**

**Section 1.** The bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, in person or by proxy, at a regular or annual meeting of HAPPY TAILS, provided written notice of each proposed amendment, or proposed new bylaw, has been posted publicly one (1) week prior to the HAPPY TAILS meeting.

Amended by the Happy Tails Dog Club Membership: May 13, 2023

Signatures:

Happy Tails Dog Club President: Louaine Wilson

(Date) 5/13/2023

Happy Tails Dog Club First Vice President: Donna F. Stibel

(Date) 5/13/2023