

Everglades Golden Retriever Club, Inc.

AMENDING POLICIES AND PROPOSING NEW POLICIES

Purpose: To establish a procedure for both the Board of Directors and for The Club members to follow to propose new policies, and to amend present policies.

PROCEDURE FOR BOARD OF DIRECTORS:

(A) To Propose New Policies

The Board of Directors is responsible for the smooth operations of The Club, and as part of its responsibilities, any Board member may propose a new policy and present it to the other members of the Board in draft form. Although not required, it is suggested that this be done during closed, Executive session meetings to facilitate informal debate, rather than during open, regular Board meetings, where the structure of Robert's Rules of Order must be followed, and that depending on the flow of the meeting, it may be more time-consuming to develop a consensus in the open, and come to a resolution.

Board members may call each other and/or email each other to develop a consensus as to new policy, or even whether or not a new policy addressing a situation is warranted, with the Club President as moderator and consensus builder. No matter what method the Board chooses to utilize to develop new policies, a formal vote at either an Executive (closed) or "open" regular Board meeting must be taken and recorded for The Club records, so there no question as to the Board's approval of a Policy.

(B) To Approve New Policies

Once a consensus has been reached, the President will call for a vote on the policy, and this vote can take place at either an Executive, closed meeting; an open, regular meeting; by phone vote; or by email. A simple majority will rule, with the president voting in the event of a tiebreaker. The date of the affirmative vote will be recorded on the policy.

The Board will then determine if this policy is one that affects the Board and/or its operations of The Club, or one that affects all members, as a condition of membership. Those policies that affect the Board and/or Club operations **ONLY** will **NOT** go before the general membership for a vote. Those policies that **DO** affect the general membership as a condition of membership **WILL** go before the general membership for a vote (see procedure for General Membership: To Approve New Policies, Section I below). If there is any doubt as to whether a policy affects both the Board and the membership, then the Board should decide on the side of the membership and have it go before the membership for a vote.

According to the American Kennel Club, Office of Lisa Cecin, Club Relations, a club's Board of Directors has the right to set policies to insure the efficient operations of the club. The members must approve those that impact the memberships' continued right to remain members. Those that deal with club operations and procedure must have Board of Directors approval. For example, policies concerning the use of club property, or club

perks (such as puppy referral, or listing on the club website, or being eligible for club awards) affect the operations of the club. Members may decide whether or not to avail themselves of these various Club benefits without affecting membership eligibility. Policies concerning these types of benefits are to be approved and administered by The Board. However, the members must approve procedures which affect all members as a condition of membership, such as signing and acknowledging a club's Code of Ethics, for example, and that by declining to do so would result in the forfeiture of club membership.

(C) To Implement New Policies

Once a new Board policy has been approved, the Secretary or designee will make copies for the Officers of The Club (President, Vice President, Secretary and Treasurer) who will retain such copies in the EGRC Policy Manual. These four officers, as members of the Board, will be the four Board members to retain copies of the manual. In the event the Secretary/Treasurer position is combined, the Secretary/Treasurer will retain both the Secretary and Treasurer's copies. The Officers are to have possession of the Policy Manual until their term of office is up. The manual remains the property of EGRC and is to be given to the new Club Officers, along with other Club property, within 30 days after The Club election (as per Article IV, Section 1, of the EGRC Bylaws). The President's copy will be deemed the Master Copy, and all other copies of the Policy and Procedure Manual are to be checked against the President's for accuracy and completeness by the departing Officers before the new Officers obtain possession of the Policy Manual. It will be the ultimate responsibility of the outgoing EGRC President to coordinate this amongst the outgoing Officers, to insure that the new Officers have an accurate Manual.

The Board will decide the best way to publicize the policy to the membership, using The Club newsletter, web site, email list, regular mail, President's column or any other manner The Board deems necessary. A copy of the entire Manual, or any portion thereof, is available to any EGRC member in good standing from the President, (deemed to be holding the Master Copy) at any time that is mutually convenient to both parties.

These policies are proprietary property of EGRC and cannot be duplicated in whole or in part, or used by any other organization and/or by any person not a member of EGRC. The EGRC Board prior to any use must specifically grant express permission.

(D) To Propose Amendments to Existing Policies

Policies are not designed to be static, but should be reviewed and changed if the Board of Directors feels circumstances so warrant. The same procedure to propose a new policy will be used to propose an amendment to existing policies.

(E) To Approve Amendments to Existing Policies

If the amendment to an existing policy affects **ONLY** the Board, then the Board may vote with a simple majority to amend the policy, with the President voting only in the event of a tiebreaker. If the amendment to an existing policy affects membership in The Club, then it **WILL** go before the membership for a vote (see membership procedure to approve amendments to existing policies below). If there is any doubt as to whether a

policy affects both the Board and the membership, then it should go before the membership for a vote.

(F) To Implement Amendments to Existing Policies

Procedure will be the same as implementing new Board policies, Section C, above. The date that the policy was amended will be recorded on the policy.

(G) Failure of New or Amended Policies to Pass

A Board member may propose a new or an amendment to an existing policy that, after a reasonable amount of time, which the President will determine, does not have support amongst the remaining Board members, and the proposal fails to pass. This is usually determined via email discussion and debate by Board Members, with the President calling for an email vote on the merits of the policy. At that point, as part of the consensus building duties by the President, all discussion of the proposed new or amended policy will cease, and the Board member or members who drafted the policy and/or amendments and do not have the votes will not be able to re-open the issue for a period of six months, effective upon the date the Board has its vote recorded at either an Executive “closed” or open Board meeting.

This “checks and balances” prevents the President from unilaterally deciding a policy does not have the votes needed to pass. If a policy doesn’t have the necessary votes, then a majority vote amongst the Board will exist to close the issue and not re-open it for a period of six months. Also, if another Board member or members who did not sponsor the drafted policy later changes their minds and decides they want to be the policy sponsors, they may reintroduce the policy, if they so desire. Also, if, after six months, a new Board has been elected, the new Board is under **NO** obligation to revisit the new or amended policy issue, but certainly may do so if they so choose.

This procedure is being established so that in the future, a minority of Board members does not attempt to sidetrack the operations of The Club by proposing new policies or amendments to policies that, after a reasonable amount of time, obviously do not have majority Board support. The purpose of The Board is to provide for the smooth operations of The Club, and although all members of The Board will not agree on all issues, The Board must put aside their personal differences and look to the betterment of The Club and not spend precious time debating new policies or amendments to policies that do not have majority support.

PROCEDURE FOR GENERAL MEMBERSHIP:

(H) To Propose New Policies

Members are encouraged to speak to Board members about policies that can improve the operation of The Club or affect the rights of members to remain Club members. Members may suggest policies that affect both the Board and the membership but must be advised that any recommendations they make regarding Board and/or daily club operational policies must have Board approval, and any changes recommended that impact the members must have membership approval.

(1) Suggestions regarding Board and/or Club operations policies are encouraged and can be presented to the Board in any written form: email, letter, etc. although the Board may or may not decide to act upon these recommendations. It is encouraged that whatever the Board decides be conveyed to the member, as a matter of common courtesy.

(2) Suggestions regarding policies affecting continued Club membership are encouraged by members if they feel strongly about an issue. For example, if Club members feel that in order to remain a member, each member must attend two events a year, since that type of policy affects continued Club membership, a more formal approach is warranted. In situations such as these, a member or members will compose a draft of the new policy, or an amendment to the existing policy, with the signatures of five other members of The Club who are in good standing, and who agree with the new proposal. (This means there are a total of 6 members who support the policy, the same number referred to in the EGRC Bylaws that constitutes a minimum quorum). This new proposal will be submitted to the EGRC Secretary. At the first Board meeting after the receipt of the proposal, the Board will review the proposed draft. The Board will make every effort to schedule a General Club meeting within 30 days after the receipt of the proposed draft if one is not scheduled sooner. If there is no other Club business to be discussed, the EGRC Bylaws allow for the scheduling of Special Meetings to conduct only the topic at hand, and the new Policy can certainly be scheduled for a Special Meeting, or General Club meeting, depending on the flow of Club business. If the Board determines, however, that the policy being proposed affects the Board and/or Club operations, and not continued membership, then correspondence will go out to those six members advising them of the decision and the rationale, and they will not be able to re-petition the Board for a period of six months from the date of the vote. However, if six different Club members wish to reintroduce this matter to the Board, they may do so, to try to use a different rationale to sway the Board.

As a matter of procedure, The Board also should announce its decision to all of the membership at the next regularly scheduled open Board meeting or General Club meeting, both of which have the minutes published in the newsletter. If there is a question as to whether the drafted policy affects continued Club membership, then the Board should proceed with an open forum and membership vote as outlined below.

(I) To Approve New Policies

It will not matter whether or not the proposed policy comes from the Board or the six Club member petitioners, the same procedure will be used as follows: The Board will place the item under New Business under the Meeting Agenda at the next regular Club Meeting, which should be held within 30 days after either the date the Board has voted on a policy affecting Club membership, or after receipt of a proposed draft from the six Club members. The President, Secretary, and/or designee will also make every effort to advise the club membership in advance of the draft via email by providing an advanced copy through a Word document file (or an acknowledged cross-platform application format such as PDF), and/or a copy in the Golden Brags 'N' Wags official Club Newsletter, or by posting on the EGRC web site. If the website is used, a group email will be sent to the membership requesting them to check the website for the latest update. Members not on email will receive a written notice, either in the newsletter, or in a special mailing.

At the Club meeting, the President will preside over debate on the draft of the new policy and an attempt will be made at consensus building. Depending on the level of debate, there may be alternate drafts that are proposed and/or presented. During this meeting, the level of interest in such a policy also will be ascertained. Depending on the level of interest, the sponsors of the policy, be it the Board or the six Club members, may well agree to withdraw it. There also may be no debate on the proposal, with everyone being in agreement.

Provided the policy draft is not withdrawn, at the next regular Club meeting, which should be within 30 days from the date that the draft was debated, the policy will come up for membership vote under Old Business in the Meeting Agenda. There must be a quorum, which is 20% of the members in good standing, in order for a vote to take place. If there is no quorum at the meeting, then the policy issues dies for a period of six months from the date of the meeting, and can be re-opened with a petition by a different Club member, signed by an additional five different Club members. The Board of Directors has the responsibility of promoting and publicizing the Club meeting to the best of its ability to insure a strong turnout. This includes using The Club email list, the Golden Brags 'N' Wags Newsletter, the web site and other methods the Board feels is merited.

The Club members who are sponsoring the new policy may take the responsibility for making sure they have support amongst their fellow Club members, and have not brought forth a policy that has little interest or support except amongst a small circle of members, which could be construed as self-serving.

At the Club meeting, the President is expected to adhere to Club Bylaws, which call for the following of Robert's Rules of Order.

If the policy passes with a simple majority vote, see **Section J below, To Implement New Policies**. If the policy fails, then it can not be re-visited for a period of at least six months from the date of the vote, and only with a petition by a different Club member, signed by an additional five other Club members (not the original petitioners).

(J) To Implement New Policies

Once a new membership policy has been approved, the Secretary or designee will make copies for the Officers of The Club who will retain such copies in the EGRC Policy Manual. The Officers are to have possession of the Policy Manual until their term of office is up. The manual remains the property of EGRC and is to be given to the new Club Officers, along with other Club property, within 30 days after The Club election (as per Article IV, Section 1, of the EGRC Bylaws). The Secretary or designee will also work with the Newsletter Editor and Webmaster to publicize the policy in the newsletter and on the Club website.

(K) To Propose Amendments to Existing Policies

Policies are not designed to be static, but should be reviewed and changed if the majority of the members feel circumstances so warrant. The same procedure to propose a new policy will be used to propose an amendment to existing policies.

(L) To Implement Amendments to Existing Policies

Procedure will be the same as implementing new membership policies, Section J, above.

(M) Failure of Amended Policies to Pass

If the policy/amendment fails, then a it can not be re-visited for a period of at least six months from the date of the vote, and only with a petition by a Club member, signed by an additional five Club members (not the original petitioners).

Exception to this Policy, noted for the record: During calendar year 2002, the Board of Directors of EGRC embarked on the task of authoring The Club's first Policy Manual. In The Club's first quarter-century of existence, no formal system was established to keep track of the various policies established by past Boards, approved by past memberships and recorded in past minutes and past newsletters, or if such a system was established, it was not continued from one Board to the next. To formalize this undertaking, the 2002 Board researched Club records as best it could, and authored the following policies and approved them: EGRC Awards and Trophy Policy; Equipment Usage Policy; Nominating Committee Policy; Privacy Policy; and Puppy Referral Policy. At a Board/General Club meeting on October 15, 2002, the Board of Directors asked for membership approval as primarily a ceremonial gesture on the above-mentioned policies, as well as this one, Amending Policies and Proposing New Policies, so that some type of date could now be recorded for Club records. The plan is to have the Amending Policies and Proposing New Policies become effective October 16, 2002, so that future Boards and members have a procedure to follow and amend. The 2002 Board of Directors voted to record the membership approval of the following six policies in this way for posterity for Club records, and also to satisfy AKC requirements.

Approved: October 15, 2002