



Texas Puppy Club

Policies &

Procedures

Version 0.03 – June 30, 2020



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I. Conducting Business

- A. Minutes taken at all meetings will be compiled and posted by the Secretary or a designee to the appropriate location within ten (10) business days.
- B. All advertising of the Texas Puppy Club, including online campaigns, print ads, social media, marketing efforts, and other promotional strategies, are subject to the approval of the Executive Committee
- C. All written communication between Texas Puppy Club and its membership is conducted via website postings at texaspuppyclub.com or via email at the email address each member has provided to the Director of Membership

II. Membership

- A. Applying for membership
 - i. Applications for membership, either paper or electronic, are submitted to the Director of Membership
 - ii. Dues of twenty-five dollars (\$25) must be paid in a manner acceptable to Treasurer and submitted with the application
 - iii. After both the application and dues are submitted, the Director of Membership will verify that each applicant meets the requirements set in the Texas Puppy Club Bylaws Section II and in this P&P
- B. Renewing membership
 - i. Renewing members should verify their information with the Director of Membership and pay their renewal dues of twenty-five dollars (\$25) in a manner acceptable to Treasurer
 - ii. Reminder emails will be sent by the Director of Membership
 - 1. On the first (1st) day of the month before a membership is set to expire
 - 2. At the middle of the month before a membership is set to expire
 - iii. Grace period emails will be sent by the Director of Membership one (1) day after membership expires

- iv. Membership termination emails will be sent by the Director of Membership on the day after the grace period, as set in the Texas Puppy Club Bylaws Section II, expires

C. Member privileges include

- i. Able to attend meetings, private club functions / events, and Board of Directors meetings
- ii. Make and vote on motions and other items before the membership
- iii. Propose ideas to the Board of Directors for consideration
- iv. Nominate others and run for the board
- v. Vote in elections
- vi. Volunteer and serve in appointed positions
- vii. Receive a membership pin
- viii. Receive a membership card
- ix. Access the Texas Conference of Clubs landsite (subject to the TCC rules and restrictions)
- x. Receive discounts at various vendors
- xi. Receive discounts at certain Texas Puppy Club events

D. Suspension, revocation, or refusal of membership

- i. Texas Puppy Club reserves the right to suspend, revoke, or refuse membership in the club for individuals who:
 - 1. Have worked counter to the Statement of Purpose of the Texas Puppy Club, or
 - 2. Advocated attitudes or actions contrary to the Statement of Purpose of the Texas Puppy Club, or
 - 3. Engaged in discriminatory or illegal activity, or
 - 4. Deliberately worked to malign, damage, or inhibit the efforts of the Texas Puppy Club or its ability to conduct business in a safe and reasonable environment
- ii. Raising a complaint

1. A complaint is sent by a member in good standing to the Board of Directors in writing or via email
- iii. Investigating a complaint
1. The Board of Directors will appoint one or more members in good standing to investigate the complaint
 - a. With utmost consideration for confidentiality and transparency,
 - i. The member or applicant must be fully informed of the accusations or complaints against them which have called their membership into question
 - ii. The member or applicant must be given the opportunity to respond to the accusations or complaints against them before the investigation is presented to the Board of Directors
 2. The investigation should be considered urgent and completed in a timely manner.
 - a. A deadline should be established and approved by the Board of Directors
 - b. Deadline extensions may be submitted to Board of Directors if the investigation requires more time
 3. All proceedings and investigation results must be recorded and maintained
 4. The completed results will be presented at the next scheduled Board of Directors Meeting
 - a. A special Board of Directors meeting may be declared if the regularly scheduled Board of Directors meeting is more than one (1) month away
 5. The board will review the results of the investigation and notify the member of the complaint
 - a. The member will have 30 days to respond
- iv. Acting on a complaint

1. The Board of Directors will review all information provided and vote on that person's membership status
 - a. The membership may be suspended for a period not to exceed six (6) months, revoked, or refused
2. A two-thirds (2/3) majority vote of the elected Board of Directors is required
3. The vote is considered final and the complaint will be considered closed.

III. Elections

A. Election types

- i. General elections
 1. Held every November (by the end of the month)
- ii. Special elections
 1. Held as needed when a position becomes vacant
 - a. See bylaws for exceptions

B. Nominating for office

- i. Members may nominate themselves or another member
- ii. Nominations can be made in person during a General Meeting or electronically via email
 1. Either way, the Director & Secretary should note the nomination in club minutes

C. Nominations are accepted

- i. For general elections, nominations are accepted in September (per the bylaws) and will close 7 days prior to the election
- ii. For special elections, nominations are accepted 30 days prior the election and closed 7 days prior to the election
- iii. In all cases, there should be at least 20 days in which nominations are open

D. Nomination requirements

- i. Members must accept the nomination (if made by another member)
- ii. Provide a brief biography
 - 1. It needs to be received electronically by the Director & Secretary at least five days prior to the election to be placed on the ballot
 - 2. The Director & Secretary will then send out all the bios to the membership 5 days prior to the election

E. Election process

- i. Secret ballots are sent via email to each current member in good standing
 - 1. A "current member in good standing" is defined in the membership sections of the bylaws and the P&P
- ii. Members will have a full seven days to respond to the ballot
- iii. Election Committee
 - 1. The Board of Directors will appoint an Election Committee
 - 2. Made up of one board member and one regular member, both of whom are not running in the election
 - 3. Committee members will each review the election results and must agree to certify them.
 - 4. Recounts will be conducted as needed
 - 5. Once certified, the committee will send the results to the Director & Secretary to record
- iv. Results will be sent out by the Director of Social Outreach
 - 1. The results will be shared but not the individual tally

F. Transition of power

- i. The January board meeting will include both the old and new board members
- ii. The primary focus of the meeting will be a transfer of knowledge
- iii. Any motions and votes in the meeting should be held until after the transfer of power is complete and made by the newly seated board

IV. Financials

A. Maintenance of financial records

- i. Director & Treasurer will keep the financial records in an approved accounting software (like QuickBooks) which meets the requirements of the IRS and Texas Comptroller of Public Accounts
- ii. The Director & Treasurer will keep copies of receipts and other financial records in a place where the Board of Directors can access them (a cloud drive, for instance)
- iii. The Director & Treasurer will ensure that records are kept in accordance with local, state, and federal laws
- iv. Passwords for all accounts will be updated anytime there is a change within the Board of Directors

B. Financial Reporting

- i. The Director & Treasurer will provide a monthly financial report to the Board of Directors
- ii. The Director & Treasurer will also provide a quarterly financial summary to the membership
- iii. Members in good standing may request at any time to see a full reporting of the Texas Puppy Club's financial records
 1. This should be done in writing (email)
 2. The Director & Treasurer will respond to the request within 30 days
 - a. The report should remove any sensitive personal information as defined by state and federal law
- iv. Financial audits
 1. Each year (in the first quarter of the year), the Board will appoint an audit committee
 - a. This will include a Board member and a non-board member in good standing
 - b. They will meet with the treasurer and independently audit the financial records

- c. When the audit is complete, they will notify the Director & Secretary that they certify the records
 2. Audits will be conducted in compliance with state and federal laws
- v. Collection of money
 1. The preferred method will be electronic methods such as Eventbrite, Square, and PayPal
 - a. Board of Directors and approved members may be issued credit card readers but should return them when done
 2. When cash is collected, it should be deposited and added to the ledger within 7 days
- vi. Expenditures & Budgets
 1. The Board of Directors should create an annual budget in the first quarter of each year
 - a. This should include expected operating expenses and expected budgets for events, including Woofstock and SCPAH Contest
 - b. The budget should also include budgets for each of the committees
 - c. If one is not created, then budgets for each event and individual transactions will be approved as the year progresses
 2. The Director & Treasurer may issue club debit cards for authorized purchases
 - a. Receipts to the Director & Treasurer within 7 days (a picture or scanned image is fine)
 - b. The debit cards should be returned once their use is complete
 3. Expenses \$200 or below (individual or budgets) can be approved by the Board of Directors
 4. Expenses greater than \$200 must be approved by the membership

- a. The Board of Directors or a member in good standing may initiate the motion
 - b. The vote can be done via an electronic vote
5. Expenses which are required by local, state, and/or federal law must be paid

V. Committees

VI. Social Media

- A. The Texas Puppy Club presence in various social media platforms will be maintained and directed by the Director of Social Outreach
- B. In all instances, the following guidelines should apply. Participants:
- i. Are not required to be a member of the Texas Puppy Club unless the group is designated members only
 - ii. Must be 18 or older
 - iii. Must be polite, respectful, and treat others as they would like to be treated
 - iv. Are welcome regardless of gender, gender identity, sexuality, age (18+), spiritual path, culture, or ethnicity.
 - v. May engage in polite debate and discussion -- within reason
 1. If a topic gets out of hand, participants may be asked to let it go or continue in PM
 2. "There will be no beating of dead ponies"
 - vi. Should recognize that there is no "one true way"
 - vii. Must not post any content (text, photos, video, or links) that is intended to be inflammatory in nature (inciting "drama", debate, argument, or negative emotional reaction from other members of the chat)
 1. This includes anything featuring racist or bigoted material/symbolism, regardless of otherwise pup-relevant content.
- C. Leaders of any local club or group may make their group part of TPC if they are a group member as defined in the Bylaws or if approved by the Board of Directors

- D. While conversationally appropriate and inclusive NSFW discussion is allowed, all photos, gifs, art, videos, and sticker should be SFW. Role playing should be taken to a private chat between the participants.
- E. Social media channels include:
 - i. Facebook - <https://www.facebook.com/texaspuppyclub/>
 - ii. Twitter - <https://twitter.com/texaspuppyclub>
 - iii. Instagram - <https://www.instagram.com/texaspuppyclub/>
 - iv. YouTube - <https://www.youtube.com/channel/UCHJ0LJQ3zSFwrRIv6pOBAWg>
 - v. FetLife - <https://fetlife.com/users/8431429>
 - vi. Website - <https://www.texaspuppyclub.com>

VII. South Central Puppy and Handler (SCPAH) Contest

- A. The South Central Puppy and Handler Contest (SCPAH) is owned by the Texas Puppy Club
- B. The Texas Puppy Club has agreed to host the SCPAH contest in partnership with NLA-Dallas and their annual Beyond Vanilla event through at least 2020
 - i. NLA-Dallas and Beyond Vanilla have agreed to provide the general operating budget for the contest
- C. SCPAH Committee
 - i. The contest will be produced by an ad-hoc committee appointed by the Board of Directors
 - ii. It will also be considered part of the Beyond Vanilla committee
 - 1. As such, the Beyond Vanilla Co-Directors must also approve of the committee membership
 - iii. It will conduct business in accordance with the Texas Puppy Club Bylaws and P&P as well as the NLA-Dallas Bylaws and P&P

VIII. Woofstock

- A. Woofstock is owned by the Texas Puppy Club
- B. Woofstock Committee

- i. Each year no later than February, two chairs will be appointed by the Board of Directors to form the Woofstock Committee
- ii. The committee will be made up of the following positions
 1. Registration
 2. Food and Beverage
 3. Facilities
 4. Volunteers & Security
 5. Workshops & Events
- iii. Each committee area will submit a budget to the chairs who will review it with the Board of Directors

IX. Board of Directors

A. **All members of the Board of Directors** are responsible for

- i. Behaving in a manner consistent with the Statement of Purpose for the Texas Puppy Club
- ii. Not harming the Texas Puppy Club
- iii. Fulfilling their duties as outlined in the Bylaws and P&P
- iv. Attending the majority of board meetings
 1. The Board of Directors may vote to excuse absences for extenuating circumstances
- v. Supporting the club events and activities

B. The **four Co-Directors** are also responsible for

- i. Presiding over the General and Board of Directors meetings
- ii. Acting as the official spokespersons for the Texas Puppy Club
- iii. Managing the affairs of the Texas Puppy Club

C. **Director & Secretary** will be responsible for

- i. Preparing (or delegating) the agenda for all meetings
- ii. Recording and posting (or delegating) the minutes from all meetings
- iii. Managing all official correspondence of the club

- iv. Ensuring all standing rules and additional policies enacted by the club are recorded
- v. Maintaining copies of the club intellectual property, including its official logos and other artwork

D. Director & Treasurer will be responsible for

- i. Receiving and maintaining custody of all funds and securities belonging to the Texas Puppy Club in a bank or institution account specified by the Board of Directors
- ii. Releasing funds only when approved by the Board of Directors
- iii. Keeping a monthly-itemized account of all receipts and expenditures and reporting this information at each Board of Directors meeting
- iv. Collecting membership dues in the absence of the Director of Membership
- v. Preparing and submitting all required local, state, and federal filings
- vi. Maintaining a list of all individuals with access to the Texas Puppy Club financial accounts (e.g. debit cards, checkbooks, online apps, etc.)
- vii. Maintaining access to all accounts for the Texas Puppy Club

E. Director of Membership will be responsible for

- i. Maintaining a confidential list of all active members in good standing
- ii. Maintaining a supply of paper membership applications along with the online membership forms
- iii. Collecting membership dues and issue receipts as needed, ensuring complete records of dues payments are kept
- iv. Verifying membership status for nominations for office and voting in elections
- v. Issuing membership cards and pins
- vi. Maintaining a supply of club merchandise and distributing it as appropriate

F. Director of Social Outreach will be responsible for

- i. Maintaining and updating the Texas Puppy Club website and all social media channels on a regular basis and keeping the content current

- ii. Planning Texas Puppy Club events (with the help of the Regional Representatives)
- iii. Cultivating relationships with vendors for club level discounts, sponsorships, and all other partnership opportunities
- iv. Managing email correspondence from the club website and social media outlets regarding general questions, concerns, comments, & communication – with the exception of membership and financial questions

G. Regional Representatives will be responsible for

- i. Connecting with and being a spokesperson for their regional members and local clubs
- ii. Coordinating local events
- iii. Assisting with other Board of Directors projects

H. Removal for failure to fulfill requirements & responsibilities

- i. A removal process can be initiated by
 - 1. A majority vote of the Board of Directors and/or
 - 2. A petition signed by 10% of the membership is presented to the Board of Directors
- ii. The Board Member in question will be notified in writing by one of the Co-Directors
 - 1. The Board Member will have the opportunity to respond
- iii. The issues and response will be presented to the membership for a vote
- iv. A 2/3 majority vote of the membership is required to remove a Board of Directors member or issue a warning