

Pacific Northwest Portuguese Water Dog Club

Constitution and By-laws Policies and Procedure Manual

This document outlines the policies and procedures of the Pacific Northwest Portuguese Water Dog Club (PNWPWDC). These policies and procedures may change by vote of the Board as the needs and purposes change.

Contents

EMAIL VOTING PROCEDURE.....	2
BOARD MEETING PROTOCOL	3
MEMBERSHIP CHAIR RESPONSIBILITIES	3
EVENT BUDGET REQUIREMENTS.....	4
DISBURSEMENTS AND COLLECTION OF MONEY	4
JUDGE/PRESENTER AGREEMENTS.....	5
EMAIL LIST RULES	5
SOCIAL MEDIA POLICY	6

EMAIL VOTING PROCEDURE

The Board may vote on motions and issues via email between Board meetings. The following outlines the procedure and time lines for email voting.

Note: voting in the context of this procedure refers to email communication. Telephone is an acceptable substitute if a Board Member does not have email, or does not have access to email due to travel.

1. An email motion can be made by any Board Member, and sent to all Board Members. The following information must be included in the email:
 - a. The subject line should include the word "Motion".
 - b. The first line of the email body should include a statement of what the motion is about.
 - c. The email should include a date when the motion will expire; 7 calendar days for non-urgent motions, or 3 calendar days for urgent motions.
 - d. Motions may be marked "URGENT". The reason must be stated in the motion (e.g. a deadline for Club action).
2. All motions must be seconded by sending an email to all Board Members.
3. Seconds must be received no later than 7 calendar days after a motion was emailed or 3 calendar days for urgent motions.
 - a. If no second is received by the deadline, the Recording Secretary will send an email that the motion has expired.
4. The announcement of the second is considered the start of the voting period. After a second is received, Board Members may start to vote immediately.
 - a. As a follow-up, the Recording Secretary will send an email that includes the vote's closing date in the vote's announcement, and the status of the vote tally so far.
 - b. If an announced vote email delivery fails to reach a Board Member, the Recording Secretary will call the Board Member(s).
5. Voting should be completed no later than 10 calendar days after the second on the motion is received or 7 calendar days for urgent votes.
6. Voting may be done by email or by a Board Member using the telephone to call the Recording Secretary.
7. Voting is completed once all Board Members have voted, or when the voting period expires, whichever comes first.
8. Once the vote is completed, the Recording Secretary will distribute the results (for, against, abstain/no vote) to the Board.
9. The results of all email votes will be recorded in the meeting minutes of the next Board meeting.

History: (9-Sep-2005) initial procedure of email voting, approved by a vote of the membership; (14-Mar-2012) modified by a vote of the Board to streamline the voting process.

BOARD MEETING PROTOCOL

A call for agenda items and committee reports will be e-mailed to Board Members and the general membership no later than 14-days before scheduled Board Meetings. The e-mail will serve as the notice to the general membership of the Board Meeting.

Agenda items and committee reports are due to the Chair or Chair's designee no later than 7-days prior to the scheduled Board Meeting. The agenda will be sent to the Board Members no later than 5-days prior to the scheduled Board Meeting.

Board Members are responsible to review the agenda and prepare in advance for the Board Meeting. After the agenda has been e-mailed to the Board Members, only urgent business may be added to the agenda. It is at the Chair's discretion as to whether a new agenda item may be added after the agenda close date.

Non-board members may attend Board Meetings provided that notice is sent to the Chair at least 3-days prior to the announced meeting. Unless called on by the Chair, non-board members may not participate in the Board Meeting.

The Recording Secretary should submit Board Meeting minutes for the Board to review and approve within 14-days after the Board Meeting.

History: (3-Feb-2011) approved by a vote of the Board.

MEMBERSHIP CHAIR RESPONSIBILITIES

The Membership Chair maintains a record of all Club members whose dues are paid for the current year, including their contact information, membership type (Associate, Junior or Regular), dog information, interests, and prepares the yearly membership directory.

Additional duties of the Membership Chair include:

- In January, send to each current club member a statement of dues for the ensuing year.
- Collect membership dues and forwards the funds to the Treasurer within 15-business days of receipt.
- Receives applications for new Associate or Junior membership, and forwards to the Board of Directors for approval. Within 15-days sends welcome letter, and membership directory to the new Associate or Junior member.
- Receives Associate to Regular membership applications, and forwards the application to the Board of Directors. After the two votes (by the Board of Directors, and general Club meeting), and within 15-days after a Club membership vote, notifies the Associate member who applied for Regular membership, of the vote results.
- Receives written resignation notice from Club members and forwards to the Board of Directors.

The Membership Chair position will be first offered to any one of the four Directors on the Board. If none of the Directors are able to fill this position, the position will be filled from the Club's general membership.

History: (12-Sep-2012) approved by a vote of the Board.

EVENT BUDGET REQUIREMENTS

The PNWPWDC requires that an event budget be prepared prior to all major Club events (trials, workshops/seminars, parties). The planning budget for the particular event is to be prepared by the event committee overseeing that event and submitted to the Board for review and approval at least 60 days prior to the event for budgets of less than \$1500, and at least 90 days prior to the event for budgets of greater than \$1500.

Any expenditures before the event budget is approved must follow the guidelines in the bylaws which require Board approval for expenditures over \$250. Following the event, the Club Treasurer will prepare an event financial report and present it to the event committee to review for accuracy. Following this event committee review the final report will be shared with the Board for their final review. The report's final total balance will be included in the Board minutes for that meeting. A member may request copies of previous year's financial reports from the Club Treasurer.

History: (07-Dec-2014) approved by a vote of the Board; (12-Dec-2016) budget management of when event budgets are to be submitted; (18-Sept-2018) changed wording to comply with Washington's Nonprofit Corporation Act, Section 24.03.135 that allows members to request copies of financial reports.

DISBURSEMENTS AND COLLECTION OF MONEY

For internal controls as well as to follow accounting guidelines for tax-exempt organizations, the following policies are in place for the disbursement of money and the collection of checks and cash related to club events.

Check Request Form

A member who is requesting a payment for services on behalf of a judge, presenter, facility, etc., should complete a check request form, and provide an invoice, statement or supporting documentation about the business transaction. A digital image of the original receipt or invoice is allowed provided that it is legible.

Expense Report Form

An expense report along with the merchant receipt or copy of the paid invoice is required before any reimbursement is made. The member who is requesting reimbursement must provide a completed expense report along with the original merchant receipt or invoice to document the business transaction within 30-days after an event to the club's Treasurer. A digital image of the original receipt or invoice is allowed provided that it is legible.

Check Received Form

The individual who is receiving checks for an event must complete Check Verification Form that provides event summary detail in addition to the check #, check amount, and what check was for. Two people must verify the total amount, sign the form, and forward the checks based on the instructions from the Treasurer. The signed Check Verification Form attesting to the dollar amount of checks received should be forwarded to the Treasurer.

Cash Received Form

If cash is received at an event, two people must count the cash, sign a Cash Verification Form attesting to the cash received. The event organizer would deposit the cash based on instructions from the Treasurer. The signed Cash Verification Form attesting to the amount of cash received should be forwarded to the Treasurer.

History: (09-Jan-2017) approved by a vote of the Board.

JUDGE/PRESENTER AGREEMENTS

All Judges or Presenters engagement for club events are to either provide their own agreement that outlines the terms of payment and reimbursement or have the representative from the club provide the Judge/Presenter Agreement to the Judge/Presenter for completion. The Agreements must be received in advance of a planned event. Once the Judge or Presenter has provided their agreement or the Club's agreement has been completed by both parties, the Agreement must be provided in the respective committee report to the Board.

History: (17-Sep-2017) approved by a vote of the Board.

EMAIL LIST RULES

This is a discussion list for the membership of the Pacific Northwest Portuguese Water Dog Club. Discussions pertinent to Club and regional events, training, grooming, health, litters, rescue, therapy, diet, and just plain pets are welcome. The list is set up so that outside advertising is not allowed. Therefore, you must be a member of the list in order to submit and receive messages. This protects everyone on the list from being bombarded with "junk mail".

I. The use of topics in your message Subject line is not required but is helpful to those members who may wish to block/delete certain topics. Suggested topics are below-

ADMIN: Administrative

EVENTS: Upcoming PNW events

HEALTH: Specific discussions about PWD health issues

MEMBERSHIP: Discussions concerning membership and/or officer issues

NOTICES: PNWPWDC announcements or newsletters

OPEN FORUM: Discussion of issues

CHAT: Cute stuff, show brags, misc.

GROOMING: Questions and answers about Grooming PWD's

LITTER: Litter announcements (*See Section II. below)

RESCUE: Information about rescue activities

TRAINING: PWD-specific training topics

NON-DOG: Topics of interest to PWD owners but not specifically dog related

II. Available Dog Announcements

*Litter Announcements - It is the desire of the members of this list to keep the list from becoming a Classified Ad section. However, we also wish to encourage responsible breeding. When posting Litter announcements we ask that all applicable Health information be posted with a brief announcement.

This reminds all of our members that these Health Certifications are extremely important and helps you by letting everyone know that you are a responsible breeder!

Specifically the following information should be provided in announcements:

For both sire and dam, AKC #, registered name, call name, DOB, last CERF exam, Optigen status, OFA status (hips, elbows if available), and GM-1 status, with the date of whelp for the litter. If the sire or dam have not been tested for any of these conditions, please state not tested, no current CERF, etc.

The same information should be posted for RESCUE: announcements as well.

III. Proper use of the List

This list is a valuable tool for rapid dissemination of information about Club events and business as well as a resource to its members. It has proven to be a great community builder within the PNW membership.

Some examples of proper use of the list:

Chat: Fluffy finished her championship this weekend.

Events: Attached is a flyer for a teach your dog to knit seminar.

Events: I am attending the seminar this weekend and need the name of a reputable motel in the area.

Health: Fluffy has been bumping into the furniture. Could this be PRA?

Training: I'd like to teach my dog to shake. Anyone have any suggestions?

Non-Dog: I am remodeling my house and would love to hear about dog-hardy flooring.

IV. Post format

Please sign all posts to the list with your name, city, and state.

V. Topics Not Allowed on the List

There are around 100 members on this list. Please be respectful of each and every one of our members and do not use the list to distribute email jokes, political messages, or other personal/doggie details you would like to share with your family and friends. Each member's email address is included under their contact information in the Club Directory. For private/personal messages please distribute to individual emails NOT the club email list.

History: (14-Mar-2009) approved by a vote of the Board.

SOCIAL MEDIA POLICY

The Pacific Northwest PWD Club ("PNWPWDC") recognizes the importance of social media. The objectives of the PNWPWDC's social media channels are to increase member engagement, raise awareness of club activities with non-members, increase traffic to the club's website, and recruit new members.

For this policy, "social media" includes online services and tools used for publishing, sharing, and discussing information. Social media includes, but is not limited to: Facebook, Instagram, Twitter, YouTube, other online club forums, etc.

We encourage comment and dialogue between our social media users. We encourage you to share, like, comment, and post. We do review all posts and comments. Posts may be deleted at our discretion if the post or comment is deemed inappropriate. We do expect users to engage with the PNWPWDC's social media channels appropriately.

- Be smart about what you post.
- Be positive and respectful of other views and opinions.
- Encourage others to engage in positive interactions on social media.
- Content posted on the PNWPWDC's social media channels that may be considered disrespectful, dishonest, offensive, harassing or damaging to the interests, image and reputation of the club, members or others is not permitted and may be removed.
- When posting or commenting, be respectful of trademarks, copyrights, and intellectual property.
- You are personally responsible for what you post on the PNWPWDC's social media channels. You may be held liable for contents deemed to be libelous, obscene or which infringes copyright.
- Disparaging comments about dogs or individuals, one-sided accounts of private disputes are not allowed.
- If you don't like something about an event or a post, address it in private message, report it to the social media administrator, the PNWPWDC's Board, or move on.
- Personal attacks and characterizations that question a person's motives are not allowed.

- You should not post a person's private information including home address, telephone number, or date of birth.
- Divisive topics like religion or politics are not allowed.
- You are expected to protect confidential information, and not say anything that harms, or could harm the PNWPWDC's reputation.
- Remember anything that you post online is permanent.

Violations

All social media channels are monitored on a regular basis for content appropriateness. If you are concerned about the direction of a user's post, bring it to the attention of the social media administrator or the PNWPWDC's Board.

- Posts or comments that are deemed to be a violation of the PNWPWDC's social media policy will result in the removal of content.
- Destructive or negative users will be blocked and removed from engaging with the PNWPWDC's social media channels.

The PNWPWDC's social media channels are not the official medium used to communicate to its members or to the club's Board. The PNWPWDC's private membership email distribution list serves as the official communication channel to club members.

History: (17-May-2018) approved by a vote of the Board.
