

Southern Arizona Golden Retrieve Rescue

Rules of Procedure

ARTICLE 1. PURPOSE, AUTHORITY

Section 1. Authority

Southern Arizona Golden Retriever Rescue (SAGRR) exists as a nonprofit organization under authority set forth in the Bylaws.

Section 2. Purpose

The purpose of SAGRR is to provide for the rescue and care of abandoned, unwanted, or abused Golden Retrievers.

ARTICLE 2. MEMBERSHIP AND DUES

Section 1. Regular Member

Qualification for regular membership shall be an interest in Golden Retrievers and in the purposes of SAGRR. Regular members shall pay such dues as is established by the Board of Directors.

Section 2. Contributing Member

Qualifications for contributing membership include those for a regular member and a commitment to additional financial support as established by the Board of Directors.

Section 3. Dues

All members are required to pay dues in a timely manner. Any member who is delinquent in dues payments for 60 days shall be dropped. A member dropped for non-payment of dues may be reinstated by paying all delinquent dues or by re-joining SAGRR.

ARTICLE 3. MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting of the members of SAGRR. At the annual meeting, the Board of Directors shall provide a financial report and a report on the activities of SAGRR during the previous year. The meeting shall be held at a time and place determined by the board, and all members shall be notified of the time and place of the meeting at least 30 days prior to said meeting.

Section 2. Board of Directors Meetings

a. Regular Meetings. The Board of Directors shall determine the frequency, time, and location of Board meetings. The membership shall be notified of the time and place of each meeting and invited to attend. The meetings are open to members who wish to attend, but participation and comments by those other than Board members shall be at the discretion of the board.

b. Special Meetings. The Board of Directors may hold special meetings in accordance with the bylaws.

c. Executive Sessions. The Board may hold executive sessions as provided in the SAGRR Bylaws.

d. Form of Meetings. Meetings may be held in any form consistent with the SAGRR Bylaws.

Section 3. Quorum

A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 4. Motions and Voting

a. Motions. The final disposition of any matter shall be in the form of a motion properly made, seconded and adopted. Motions may be amended or reconsidered in accordance with *Robert's Rules of Order*.

b. Voting. No action of the Board is official unless it is authorized at a regular or special meeting by a majority of the voting members present at such meeting. All Board members, including the president, are entitled to vote on any matter before the Board.

Section 5. Order of Business

The order of business for regular meetings of the Board shall be as set forth below, except that the president, after consultation with other members may alter the order of business if such alteration is construed to promote efficiency and convenience.

1. Roll call of members
2. Minutes
3. Treasurers Report

4. Old business
5. New business
6. Discussion Items
7. Reports and recommendations
8. Adjournment

ARTICLE 4. COMMITTEES AND TEAMS

Section 1. Nominating Committee

Each year the Board of Directors shall appoint a nominating committee of at least two members in good standing of SAGRR who are not candidates for office. The nominating committee shall propose at least one candidate for each available seat on the Board of Directors. At the time the committee is appointed, the Board shall fix a deadline for the submission of the candidates for office.

Section 2. Other Committees

The Board may establish such permanent or temporary committees as it deems necessary to carry out the functions of SAGRR.

Section 3. Teams

The Board may establish such teams as it deems necessary to carry out the functions of SAGRR. In establishing such teams, the Board shall approve the duties and procedures for each team as submitted by the Team Coordinator.

ARTICLE 5. ELECTIONS

Section 1. Board of Directors

All members in good standing of SAGRR are eligible to vote in elections for the Board of Directors. At the time the candidates for election are announced, the Board shall determine the form of the ballot, the method for submitting the ballots, and the method for verifying that the ballots are submitted by eligible voters.

Section 2. Officers

Officers shall be elected individually by a vote of the members. In the initial year, the Vice President, and Secretary will be elected for a one year term and the President, Treasurer and Member-at Large for a two year term, with all terms after the first election being for two year terms.

ARTICLE 6. REMOVAL, VACANCIES

Section 1. Removal

A Board member or officer may be removed from office for violation of the Bylaws, the Code of Ethics, or these Rules of Procedure. Such removal shall be carried out as provided in the SAGRR Bylaws.

Section 2. Board of Directors Vacancies

If a Board position becomes vacant before the expiration of the two-year term, the Board shall appoint a SAGRR member in good standing to fill such unexpired term.

Section 3. Officer Vacancies

If an officer position becomes vacant before the expiration of the two-year term of office, the Board shall appoint another SAGRR member in good standing to fill the unexpired term.

ARTICLE 7. BUDGET AND FINANCES

Section 1. Budget

Each year the Finance Committee, consisting of the Treasurer and at least one other SAGRR member in good standing, shall prepare a budget detailing the proposed use of funds. The budget is intended as a guideline for expenditures, but the Board may deviate from the budget as necessary to successfully carry out the purposes of SAGRR.

Section 2. Finances

The Treasurer shall keep proper books and shall use accepted financial management practices.

ARTICLE 8. PROFESSIONAL SERVICES AND INSURANCE

Section 1. Professional Services

The Board may engage such professional services as it deems necessary to carry out the purposes of SAGRR. Such services include but are not limited to financial auditing, legal services and veterinary care.

Section 2. Insurance

The Board shall acquire such insurance as is necessary to protect the organization and its volunteers while performing functions related to SAGR in accordance with the Bylaws and these Rules.