

# **Pacific Pygmy Goat Club**

## **RULES & REGULATIONS**



### **A. MEMBERSHIP**

1. Any person/household interested in the purpose of this club is eligible for membership regardless of race, creed, etc.
2. A membership shall be any person/family/household paying dues to the club. Households with multiple herd names are required to seek single memberships for each herd name.
3. Single memberships are entitled to one adult vote (18 & older).
4. Family memberships are entitled to two adult votes (18 & older).
5. A membership is entitled to a copy of the club Rules & Regulations.
6. A membership is entitled to the club newsletter and free classified ads (5-line maximum).
7. A membership is entitled to one free pen, each year to be used at club sponsored shows. A coupon will be mailed with the 1<sup>st</sup> newsletter of the year.
8. A membership is entitled to be listed on club website and to have club website linked to personal website.
9. We reserve the right to form an Arbitration committee to resolve any disputes between club members. See Arbitration.
10. Membership dues must be paid by February 1<sup>st</sup> of each year.
11. Yearly membership fee schedule is as follows:  
\$15.00 (Family) \$10.00 (Individual) \$7.00 (Youth)
12. "Goat Bucks." Each member attending a club meeting will get a \$1.00 goat buck to be used at any club sponsored show.

### **B. CLUB MEETINGS**

1. Meetings shall be open to anyone interested in the purpose of the club.
2. Meetings shall be held quarterly starting each year in February.
3. Meetings shall be held at various locations, the location for the next meeting to be determined at the current meeting.
4. Notice of agenda items requiring membership voting must be mailed to the membership at least 30 days before the business meeting.
5. The published 30-day notice requirement can be bypassed should the Executive Committee decide that emergency actions are required by the membership.
6. Matters concerning club business require a majority vote of the membership attending the club meeting or submitting a legal proxy.
7. Tentative show dates shall be determined at the November meeting for the following year.

### **C. PROXY VOTE**

1. Proxy voter must have been a member of the Pacific Pygmy Goat Club at least 1 year and must be current.
2. Proxy voter must have attended 50% of meetings held in last 12 months including the meeting

- previous to the meeting in which the proxy is to be used.
3. Proxy vote must be in writing and specify a "yes" or "no" vote on a clearly identified and specific agenda item only.
  4. Signed Proxy must be received by Secretary at least 24 hours before the meeting in which proxy is to be used.

## **D. ELECTION PROCEDURES**

1. Nominations for officers shall be held at the August meeting each year, with a mail-in ballot distributed to club members by the club Secretary within one week and requiring membership responses within three weeks. Prior to mailing out ballots, Secretary shall obtain acceptance in writing from each nominee.
2. Ballots shall be counted by a member of Executive Committee and one other club member.
3. New slate of officers shall be effective January 1.

## **E. EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer.
2. Each executive officer shall be elected by voting membership to serve a two year term, no more than two consecutive terms allowed for each office.
3. Each executive officer when elected shall commit to attend at least 50% of the club-sponsored functions during the year. Failure to meet this standard or voluntary resignation shall result in automatic replacement. The new executive officer shall be selected by the remaining executive officers to complete the remainder of that term. That term shall not count towards the two term limit in that office.
4. In lieu of a Show Secretary volunteer, the Executive Committee shall select and appoint a Show Secretary for each upcoming goat show.
5. The Executive Committee shall monitor and administer the objectives of the club.
6. No one person can hold two offices at the same time.
7. The Secretary shall provide job descriptions to nominated persons prior to their acceptance of the nomination for elected position.

## **F. ARBITRATION**

Should a problem arise between 1 or more club members, an arbitration committee of 1 officer and 2 non-officers will be chosen by respective lotteries. If chosen, party is uncomfortable he/she may decline & another name will be drawn. If the disputing parties cannot resolve issues through Arbitration, the Arbitration Committee will refer the case to the board who will decide on sanctions which could include suspension or revoking of membership. Should membership be revoked or suspended, the \$1.00 discount on show entries will not apply.

## **G. OFFICERS**

### **1. President**

- \* Shall preside over business meetings.
- \* Shall review the monthly Treasurer's financial report and bank statement.
- \* Shall write a President's column for the club newsletter.
- \* Shall maintain duplicate copies of Secretary's files ie. minutes, financial report in both hardcopy and soft copy.
- \* Shall contact other goat clubs, NPGA directors and judges, breeders and club newsletter editors as needed for the purpose of exchanging ideas for promoting the pygmy goat.

### **2. Vice-President**

- \* Shall assume the duties of the President whenever the President is unable to perform

duties.

- \* Shall keep a current list with full inventory of all assets (PA equipment, coffee makers, banner etc....) belonging to PPGC. A copy shall be given to the President and Treasurer.
- \* Shall order class ribbons for current year's club-sponsored shows, allowing for return of recycled ribbons.
- \* Shall assist the President in all phases of the President's duties, responsibilities and assignments and shall keep his/herself current on club activities.
- \* Shall head Arbitration committee if needed.

### 3. Secretary

- \* Shall prepare detailed minutes of all business meetings. If unable to attend, shall appoint another member to perform these duties.
- \* Shall receive written proxy votes, review for legality and present legal proxy votes when votes are taken at the business meeting.
- \* Shall distribute mail-in ballots (one to each single membership and two to each family membership) within one week of the August meeting each year requiring membership responses within three weeks.
- \* Shall prepare and submit an agenda to the club newsletter in time to be mailed 30 days before each business meeting. Outgoing Secretary shall prepare agenda for February meeting.
- \* Shall respond to club written correspondence and make proper recordings of all club business.
- \* Shall maintain files for all club correspondence, minutes of business meetings, newsletters, By-Laws, Rules and Regulations, etc.

### 4. Treasurer

- \* Shall collect all monies due the club and issue receipts.
- \* Shall pay all monies owed by club, insuring that invoices and receipts are provided.
- \* Shall collect yearly dues from members.
- \* Shall provide updated membership rosters to club President, Secretary, Hospitality Chairperson and Newsletter Editor as needed.
- \* Shall provide operating funds for all club shows.
- \* Shall work with the Show Coordinator and each Show Secretary to prepare and present financial report after each show.
- \* Shall prepare and report a quarterly financial statement at all business meetings.
- \* Shall submit a copy of the bank statement on a monthly basis to the President for review.
- \* Shall obtain Executive Committee approval for unauthorized checks in excess of \$100.00
- \* Shall prepare and maintain records of all financial transactions.
- \* Shall turn over all financial records to new Treasurer no later than January 15th.

## H. OTHER CLUB OFFICIALS

### 1. Hospitality Chairperson

- \* Shall send appropriate greeting cards to club members as follows:
  - \* CONDOLENCE for death in member's immediate family: spouse, daughter, son, mother/mother-in-law, father/father-in-law, or grandchild.
  - \* GET WELL to member hospitalized due to illness, accident or surgery
  - \* CONGRATULATIONS to member (a) owning a goat that earns PGCH status (b) birth of human baby.
  - \* THANK YOU to each outgoing officer & show chair at the end of the term.
- \* Shall contact new NPGA members in club area to encourage membership and participation in club functions.
- \* Shall serve an indefinite term as long as satisfies membership and Executive Committee.

## 2. Newsletter Editor

- \* Shall publish club newsletter in accordance with club By-Laws and these Rules and Regulations.
- \* Shall maintain a historical file of club newsletters.
- \* Shall act as a "news reporter" and report the action and results of all club functions.
- \* Shall procure relevant newsletter material by contacting individuals, organizations and other sources who are professional and knowledgeable in the areas of veterinary medicine, management and care.
- \* Shall ascertain that any material submitted is either the legal property of the submitter or that proper permission has been granted for PPGC reuse.
- \* Shall edit material submitted for publication as needed for space or relevancy. Meeting minutes are to be excluded from this rule. Care must be taken to exclude potentially libelous statements and copyrighted material for which permission to reprint has not been granted.
- \* Shall make each issue well-balanced and thoughtfully arranged to include information needed by members about club activities, activities of club members and activities sponsored by other local pygmy goat clubs.
- \* Shall work with advertisers that need assistance with classified or other advertisements.
- \* Shall be responsible for printing, labeling and mailing each newsletter at least 30 days before the next club meeting.
- \* Shall receive updated memberships from the Treasurer for mailing list and membership roster to be included in club newsletter.
- \* Shall appoint another member to perform newsletter functions if unable to perform.
- \* Shall attend at least 50% of all club-sponsored functions. Failure to do so may result in automatic replacement by the Executive Committee.
- \* Shall serve an indefinite term as long as satisfies membership and Executive Committee.

## 3. Show Secretary

- \* Shall be appointed at the November meeting of each year for designated shows in the following year.
- \* Shall be responsible for advertising show in MEMO as well as on the NPGA Internet Home Page.
- \* Shall obtain Executive Committee approval prior to final confirmation of any and all contracts including the show grounds and for judges.
- \* Shall be responsible for judges, including selection, contracts, transportation, motels, meals and all other judge-related activities.
- \* Shall be responsible for show grounds including selection, contract, pens, show ring, tables/chairs, bleachers, PA system, clean-up and all other show facility requirements.
- \* Shall be responsible for health checks, parking, night security, etc.
- \* Shall be responsible to obtain sanctions, ribbons and trophies.
- \* Shall be responsible for all paperwork including class schedule, entry forms, show books, goat check-in prior to show, ringside check-in for each class, report of awards etc.
- \* Shall be responsible for pictures of champions and submitting show results to MEMO.
- \* Shall report status of designated club goat show at every club meeting.
- \* Shall work with club Treasurer to prepare and present financial report after the show.
- \* Major changes regarding judges and show must be authorized by Executive Committee.
- \* May appoint a committee for shows as needed.

## 4. Webmaster

- \* Shall maintain PPGC website, the content of which is the property of PPGC.
- \* Shall add new and modify existing web pages based on the President's directives.
- \* Shall provide President with current internet account information, including ID and

password(s).

- \* Shall notify President of new information prior to placing it on the website. Excluded from this requirement are modifications and updates to existing website information.
- \* Shall respond to website-related communications and forward non-website related communication to appropriate person for response.

## **I. NEWSLETTER**

1. Shall be known as Pacific Pygmy Goat Club Newsletter (PPGC).
2. Shall be published on a quarterly basis and mailed to the membership at least 30 days prior to the next business meeting.
3. Shall focus on club-sponsored events, club members' activities, local shows, upcoming business agenda, and results of last meeting.
4. Shall include an updated membership roster.

## **J. FINANCIAL**

1. In addition to amount of an NSF check writer shall be charged a collection fee equal to PPGC costs related to NSF check. The amount of the NSF check plus the collection fee shall be paid to PPGC by Money Order or Cash..
2. All requests for reimbursement shall be accompanied by receipts.
3. Show fees shall be as follows: Pre-entry=\$6.00; Late entry fee or substitution (in addition to Pre-entry fee)=\$3.00; Pen fee=\$6.00 (single pen). NO EXCEPTIONS. Two substitutions are allowed per exhibitor at no additional charge.
4. Stop payment on entry fee checks will be charged an additional \$15.00 bank fee.
5. The member who provides transportation for a judge shall be reimbursed for gas & parking.

These Rules and Regulations were last amended September 9, 2007.