

CONSTITUTION  
WESTERN RESERVE DAIRY GOAT ASSOCIATION  
Approved May 17, 2009

**ARTICLE I - Name**

The name of this Club shall be "The Western Reserve Dairy Goat Association." This Club shall be an unincorporated not for profit Association.

**ARTICLE II - Address**

The address of the Club shall be P.O. Box 323, Burton, Ohio 44021.

**ARTICLE III - Purposes**

To promote:

1. the breeding and raising of quality registered or recorded dairy goats;
2. fellowship among goat owners and enthusiasts, thus facilitating the interchange of useful knowledge and helpful ideas; and
3. this Club and its members; and

to yearly host an ADGA sanctioned goat show.

**ARTICLE IV Membership**

Any reputable individual interested in dairy goats is eligible for membership in this Club upon making proper application and agreeing that, if accepted into membership, such Member will abide by and be bound by the Constitution and Bylaws of this Club now in force and which may hereafter be adopted by the Members of this Club.

**ARTICLE V Elections**

1. During an even-numbered year, prior to the biennial election meeting the President shall appoint a nominating committee to present at the next October meeting, candidates for each office. Nominations may also be made from the floor at the October or November meetings.
2. Elections shall be held every two years, in even-numbered years, at the November meeting.
3. The issue in all voting shall be determined by a simple majority of Regular Member votes cast, unless specifically provided otherwise.

**ARTICLE VI Officers**

1. Each officer shall be elected for a term of two years.
2. Each officer must be a fully paid-up Regular Member of the Club.
3. No Officer or Member shall sign any notes or other evidence of indebtedness in the name of the Club, unless specifically authorized to do so by action of the membership

**ARTICLE VII Committees**

The President shall create those Standing and Special Committees necessary for the orderly operation and progress of the Club.

**ARTICLE VIII Audit**

1. The accounts of the Club, prior to the end of each calendar year shall be audited by a committee appointed by the President. Such audit shall include an inventory of assets of the Club.
2. The assets of this Club shall not be used to benefit any of its members.

**ARTICLE IX Liability**

The Club shall carry Liability Insurance.

**ARTICLE X Amendments**

1. The Corresponding Secretary shall notify all Regular Members of the proposed changes to this Constitution to be voted on with the vote taken at the next regular meeting.
2. Proposals to amend this Constitution may be made by a motion at any regular meeting.
3. Amendment proposals made at a regular meeting will be sent to committee for form and legality.
4. This Constitution may be amended by a simple majority of votes by the Regular Members present at a membership meeting.

#### **ARTICLE XI Meetings**

1. No regular Club meetings shall be held during the months of August and December.
2. The regular meetings of this Club shall be the third Sunday of every month unless the membership votes otherwise.
3. There shall be at least six business meetings during the year. Social events shall be scheduled by the membership and may include a business meeting.
  - Special meetings of the Club may be called by the President.
  - The President shall call a special meeting if requested to do so by 25% of the membership.
  - The Correspondence Secretary shall notify all members within at least 5 days of a special meeting.
  - The business conducted at a special meeting shall be limited to that stated in the notice.
4. The number of Regular Members present in person at any meeting shall constitute a quorum.
5. All actions of the Members maybe taken by a simple majority of the Regular Members present in person at that meeting. No proxy votes shall be accepted.
6. This Club has no Board of Directors.

#### **ARTICLE XII Procedure**

The Members shall establish bylaws for the governing of the Club. On all questions of parliamentary procedure, Robert's Rules of Order shall govern, unless otherwise stated in this Constitution or the Bylaws.

#### **ARTICLE XIII Dissolution**

Dissolution of this Club shall be carried out after an affirmative vote of the membership in a meeting called for that purpose. Any assets of the Club shall be distributed to an organization which qualifies as a not for profit organization under Ohio law, and in a manner that such donation shall not cause any unreasonable tax liability for the Club or the receiving organization.

BYLAWS  
WESTERN RESERVE DAIRY GOAT CLUB  
Adopted May 17, 2009

**ARTICLE I MEMBERSHIP**

- 1. Regular Membership** in this Club shall be open to any person age 14 or over interested in goats and the purposes of this Club.
  - A Membership Record Form shall be submitted along with payment of dues.
  - Each regular member shall be entitled to one vote
- 2. Junior Membership** shall be open to any individual up to 14 years of age.
  - Junior Membership shall provide all rights and privileges of regular membership except the right to vote and hold office.

**ARTICLE II ELECTIONS**

1. Elections shall be held biennially in an even-numbered year at the November meeting.
2. Prior to the biennial election meeting, the President shall appoint a nominating committee to present at the next October meeting, eligible candidates for each office. Nominations may also be made from the floor at the October or November meetings.
3. Newly elected officers shall assume office January 1 of an odd-numbered year.

**ARTICLE III OFFICERS**

The officers of this Club shall be

- President,
- Vice-President,
- Recording Secretary,
- Corresponding Secretary
- Treasurer.

**ARTICLE IV - DUTIES OF OFFICERS**

- 1 President**
  - Shall preside at all meetings.
  - Shall appoint all committees chairs and shall be an ex-officio member of committees.
  - Shall call for regular committee reports and see that all committees function properly.
  - Shall make suggestions from time to time as deemed advisable for the good of the Club.
  - Shall have the show's financial statement presented at the September meeting by the Show Chairman.
  - Shall be responsible for the annual audit being completed by the end of December.
- 2 Vice President**
  - If for any reason the President is unable to perform his/her duties, the Vice-President shall occupy his/her position and perform his/her duties.
  - Shall be the program chairman.
- 3 Recording Secretary**
  - Shall make proper recording of the business of the Club.
  - Shall prepare detailed minutes of all meetings.
  - Shall record members and visitors present at each Club meeting.
  - Shall report new members to the Club.
  - Shall make available a copy of last meeting minutes to the officers.
  - Shall file a copy of the recorded minutes in the Record of the Club Meetings

#### **4 Corresponding Secretary**

- Shall carry on all necessary correspondence pertaining to Club activities.
- Shall notify all regular members at least 5 days in advance of proposed changes requiring a vote to be voted on at the next regular meeting.

#### **5 Treasurer**

- Shall collect monies due the Club.
- Shall report monies collected in detail at regular meetings.
- Shall keep a list of paid memberships.
- Shall notify Recording Secretary of paid memberships.
- Shall have Club books ready for the December audit.

The officers authorized to sign checks/documents on behalf of the Club shall be the president, treasurer and one of the secretaries. The checking signature card shall be on file with a bank conveniently located as decided by the membership. Two signatures are required on Club checks.

### **ARTICLE V COMMITTEES**

- Committee chair assignments shall be appointed by the president.
- Members of committees may be appointed by the president or selected by the chair.
- Committees shall consist of but are not limited to:
  - 1 Audit.
    - The audit committee shall consist of the president and two members, excluding the current treasurer and the newly elected treasurer .
    - The audit findings shall be presented at the February meeting.
  - 2 Constitution & Bylaws
    - The Constitution and Bylaws Committee shall consist of the president and two members appointed by the president.
  - 3 Education
  - 4 Fund Raising
  - 5 Goat Promotion
    - To educate the public on the usefulness and value of goats and their products at fairs, shows and other functions.
  7. Historical
  8. Show
  9. Other

### **ARTICLE VI - MEETINGS**

1. The regular meetings of this Club shall be the third Sunday of the month, unless the membership votes otherwise.
2. No regular Club meetings shall be held during the months of August and December.
3. There will be at least six business meetings during the year.
4. Social events shall be scheduled by the membership and may be combined with a business meeting.
  - Special meetings of the Club may be called by the President.
  - The President shall call a special meeting if requested to do so by 25% of the membership.
  - The Correspondence Secretary shall notify all members within at least 5 days of a special meeting. The business conducted at a special meeting shall be limited to that stated in the notice.
5. A simple majority of the membership present shall constitute a quorum to transact business at a membership meeting. No proxy votes shall be accepted.

## **ARTICLE VII DUES**

1. Yearly membership due are payable January 1<sup>st</sup>.
2. Dues shall be \$5.00 per Regular Membership.
3. Dues shall be \$3.00 per Junior Membership.

Dues must be paid to be a member with voting privileges and to qualify to hold office. Whenever a new Member pays his first annual dues prior to September 1 of the year in which he makes application for membership, he shall be credited with the payment of his dues up to and including the last day of December of that year. Whenever an applicant pays his first annual dues after September 1 of the year in which he makes application for membership, he shall be credited with the payment of his dues for the following year

## **ARTICLE VIII AMENDMENTS:**

1. Proposals to amend these Bylaws may be made by a motion at any regular meeting.
2. Amendment proposals made at a regular meeting will be sent to committee for form and legality.
3. These Bylaws may be amended by a simple majority of votes by the members present at a regular membership meeting.

## **ARTICLE XV Privacy**

The Club will not publicize or share private information regarding Club Members, including but not limited to name, address, phone number, or email address, with any persons or organizations not a member of the Club, without the subject Member's prior, written permission.

## **AGENDA**

Call meeting to order

1. Roll Call
2. Recognize Visitors
3. Recording of Attendance
4. Reading and Approval of Minutes
5. Treasurer's Report Correspondence
6. Reports of Committees
7. Old Business
8. New Business
9. General discussion for the good of the Club
10. Adjournment

