

SaddleBrooke HOA2  
Bylaws-Charter  
SaddleBrooke Dog Park Association

Article I

Name

The name of this organization shall be: SaddleBrooke Dog Park Association, hereinafter referred to as SDPA, a non-profit 501(c)(4) organization.

Article II

Object

The object of the SaddleBrooke Dog Park Association shall be to provide a safe area for SaddleBrooke dog owners to responsibly exercise their dog(s) off leash. We will operate the park to cultivate community spirit through education and adherence to dog regulations as prescribed in the Covenants, Conditions, and Restrictions, CC&R's, of SaddleBrooke HOA 2.

Article III

Authority and Limitations

The SaddleBrooke Dog Park Association will operate as an instrumentality of SaddleBrooke Home Owners Association 2. Hereinafter referred to as HOA 2 in compliance with its bylaws and regulations, but will not conduct business or obligate funds in the name of HOA2.

Article IV  
Members

Section 1. Membership Requirements

Membership shall be open to any person having a current, SaddleBrooke HOA #1 / HOA#2 or SaddleBrooke Ranch membership card provided the reciprocal agreements are still in effect.

Section 2. Dues

Annual dues shall be reviewed and established each year. Dues are payable on or before 31 January of each year. New members joining on or after 1 November will not be assessed dues in the following year. Letters/e-mails for renewals shall be sent out by November 30 of each year.

Section 3. Voting Rights

Any member in good standing shall be entitled to vote at any regular or special meeting of the SaddleBrooke Dog Park Association and to participate in all association events upon compliance with all adopted regulations and Bylaws. Association business shall be decided by a majority vote of those present and voting.

Article V  
Officers

Section 1. Officers

The officers of the SaddleBrooke Dog Park Association shall consist of the following: President, Vice-President, Secretary, and Treasurer. The offices of secretary and treasurer may be combined.

Section 2. Term of office

All elected officers and committee chairpersons elected shall hold office for a term of one (1) year and may be elected to the same office for not more than three (3) consecutive terms, unless waived by a majority vote of the Board.

Article VI  
Nominations and Elections

Section 1. Chairperson

Prior to the Annual General Meeting, the Board shall appoint a nominating committee chairperson. Members shall elect, by and from membership, to serve on this committee at the board meeting.

Section 2. Posting

The slate of nominees, proposed by the committee, shall be posted at least 30 days prior to the election meeting.

### Section 3. Nominations

Nominations may be made by members not on the nominating committee with the written consent of the person being nominated. These nominations shall be made available to the members at least fourteen (14) days prior to the election.

### Section 4. Election

A majority of those members, present and voting, shall elect, by written ballot, the slate of officers.

## Article VII Governing Body

### Section 1. Definition

The governing body of the SaddleBrooke Dog Park Association is the Board of Directors, hereinafter referred to as “the Board” which shall consist of the following elected officers: President, Vice President, Secretary, and Treasurer. The office of Secretary and Treasurer may be combined. Up to fifteen (15) at-large members can be appointed to the Board. Each officer (except the President) and each at-large member of the Board shall have one vote. The President shall vote only to cast the tiebreaker, if necessary.

## Section 2. Duties

It is the duty of the Board to conduct, manage, and direct the affairs and business of the SaddleBrooke Dog Park Association between meetings of the general membership. Transition from old board to new board should occur within a month after elections.

## Section 3. Meetings

A. The Board shall meet 12 times a year (once monthly) unless a monthly meeting is deemed unnecessary by the president.

## Section 4. Quorum

A quorum is defined as a majority of the Board.

## Section 5. Vacancies

The Board shall fill, by appointment, any vacancies in any office, other than the president, for the remaining term of office for that position. Should the president leave office, the vice president will assume all the responsibilities of the presidency until another president is elected

## Section 6. Outgoing Board Members

A. All Board members, upon retiring their position, shall deliver all records and property belonging to the SaddleBrooke Dog Park Association to their successor.

B. There shall be a joint transitional meeting of the outgoing Board and the incoming Board held after the election meeting and before the next general meeting.

## Article VIII

### Duties of Officers

#### Section 1. President

The president shall be the chief administrator of the SaddleBrooke Dog Park Association. Only the president shall preside over general meetings and Board meetings, and shall be ex officio, a member of all committees, except the nominating committee; shall appoint, with Board approval, the chairpersons of the committees; shall appoint special committees, and shall appoint a committee of two persons to audit the outgoing treasurer's books. The president, or designee, shall schedule facilities usage with the HOA#2 Events Administrator, and negotiate for the SaddleBrooke Dog Park Association contracts such as: equipment, supplies, training and selecting outside vendors who may be needed for fundraising events. All such contracts shall be reviewed by the HOA#2 Board of Directors. In some cases the president's approval is needed in addition to the HOA2 representative.

## Section 2. Vice President

The vice president shall assist the president and shall, in the absence of the president, perform the duties of that office. Also, the vice president shall maintain and update the Responsibilities and Resources Manual as necessary.

## Section 3. Secretary

The duties of the secretary shall be to record the minutes of regular Board meetings and General Membership meetings, and in the absence of the treasurer, shall read the treasurer's report. The secretary shall be in charge of all records of the SaddleBrooke Dog Park Association, except the treasurer's reports. The duties of the secretary shall be: to record the minutes of regular Board and General Membership meetings, make available any reports required by the HOA 2. Records include membership database, publicity, maintenance, and presidential notes. The secretary shall be responsible for correspondence as required by the members of the SDPA Board.

## Section 4. Treasurer

The treasurer is the chief financial officer and shall be responsible for: collecting annual dues of the membership and other monies as required, shall pay all bills owed by the SaddleBrooke Dog Park Association, shall prepare and present a financial report at each meeting of the Board and Membership, and shall present the SaddleBrooke Dog Park Association financial report to the Board and HOA 2 at the end of the fiscal year (December 31), by January 31. The treasurer and/or president are authorized to sign checks.

## Article IX

### Committees

#### Section 1. Committee Types

The appointed committees are: Maintenance, Publicity, Special Events, Fundraising, Finance, Rules/Constitution & By-laws and any other committees deemed necessary by the SDPA Board. Committees may be inactive at the discretion of the Board.

#### Section 2. Appointments

Unless otherwise provided for in these By-laws, the chairperson shall appoint members of each committee.



### Section 3. Records

Each committee shall keep records of events and actions to include minutes, procedures, and financial actions to review with the Board and pass on to their successor.

## Article X

### Fiscal and Finance

#### Section 1. Fiscal Year

The fiscal year shall be January 1 and end December 31.

#### Section 2.

An annual audit of the Treasurer's books shall be made by a committee of two (2) appointed by the President. The Audit shall be made by (60) days after the fiscal year and shall be reported to the membership at the next regular meeting. If the assets in the treasury of SDPA should exceed \$5000 or at the request of the HOA #2 Board, the audit shall be submitted to the HOA #2 Board within ninety (90) days of the close of SDPA's fiscal year.

Section 3. The SDPA Board shall prepare a budget to be approved by the membership not later than the Annual General Meeting or the first general meeting following the close of the fiscal year.

Section 4. The budget may be revised as needed during the year with the approval of the Board and the General Membership.

Section 5. No single unbudgeted expenditure in excess of one thousand dollars (\$1,000US) shall be made without the approval of the membership.

Section 6. All checks shall require the signature of the Treasurer, or in their absence, the SDPA President.

Section 7. No member of the SDPA shall receive compensation for services rendered to the SDPA.

Section 8. A member wishing to donate funds for a specific piece of equipment or special event may do so with the approval of the Board.

## Article XI

### Meetings

Section 1. The General meeting of SDPA shall be held once a year as the Annual Meeting.

Section 2. The Annual Meeting shall be held in February.

Section 3. All meetings, unless otherwise designated, shall be held at HOA 2 facilities.

Section 4. Special Board or General meetings may be called at any time by the President or by any two (2) members of the SDPA Board provided the membership is notified at least five (5) days prior to the day of such meeting.

## Article XII

### Parliamentary Authority

Roberts Rules of Order shall be the authority on all questions of parliamentary procedure unless in conflict with these SDPA By-laws, HOA 2 Rules and Regulations, or with the laws of the State of Arizona.

## Article XIII

### Amendments

#### Section 1.

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at a general or annual meeting or by electronic voting of the SaddleBrooke Dog Park Association provided that written notice of each proposed amendment or proposed new Bylaw has been posted (2) weeks, fourteen (14), days prior to the vote date.

#### Section 2.

All proposed amendments to these Bylaws are to be sent to the HOA#2 Recreation and Activities Committee for review and then they will be sent to the SaddleBrooke HOA#2 Board of Directors for final approval.

### Section 3.

All new charters or proposed amendments are to be submitted in electronic format using Microsoft Word software to the HOA #2 Recording Secretary, Diane Flores, [diane.flores@robson.com](mailto:diane.flores@robson.com)

## Article XIV Membership

### Section 1.

The SDPA must maintain an active membership of at least fifteen (15) members to have proprietary use of HOA #2 facilities.

### Section 2.

Non-residents are ineligible for membership in SaddleBrooke HOA#2 sanctioned clubs and associations.

## Article XV Dissolution

### Section 1.

In the event of dissolution of the SaddleBrooke Dog Park Association, all assets will be donated to HOA #2. Dissolution is mandatory when membership drops below the required level, when SDPA can no longer sustain itself financially.

## Section 2.

Dissolution will not be initiated until all outstanding debts are satisfied. The President may direct the use of any and all assets to satisfy outstanding debts, provided a majority of the SaddleBrooke Dog Park Association membership has authorized the President to do so during the dissolution procedures.

## Section 3.

If dissolution is contemplated, the Board, the membership and HOA 2 Board of Directors must be notified at least fourteen (14) days, (2) weeks in advance of the last meeting date.

## Section 4.

All members must be advised that they are liable for any debts incurred by the SaddleBrooke Dog Park Association and must satisfy them in full prior to the SaddleBrooke Dog Park Association's dissolution.

Adopted by Membership:

February 20, 2014

SIGNATURES

Board President

Board Secretary

Marlin Waller

Patti Figueroa

433-9046

marjanwaller@yahoo.com

pattifigueroa2@gmail.com

Board President \_\_\_\_\_

Board Secretary \_\_\_\_\_

REVIEWER/APPROVED

\_\_\_\_\_

Recreation and Activities Committee (Date)

SaddleBrooke HOA #2 Board (Date)

Revision Dates: October 20, 2016 Changed officer's names