

KEYSTONE PYGMY GOAT CLUB

A non-profit organization

BYLAWS

Article I

Name of the Organization

Section I The name of this organization shall be the Keystone Pygmy Goat Club, KPGC, hereafter referred to as the club.

Article II

Objective

Section I The objective of the Club is to promote all aspects of owning, rearing, caring for, showing, breeding, and loving the Pygmy Goat.

Section II The Keystone Pygmy Goat Club is a National Pygmy Goat Association (NPGA) affiliated Club.

Article III

Fiscal Year

Section I The Club's fiscal year shall be from May 1 to April 31 (M-5-00).

Article IV

Membership

Section I Any individual, firm or organization with an interest in Pygmy Goats can become a member of the Club.

Section II Dues: The club shall have 3 levels of membership:

- a) Individual: \$20.00 a year, one vote, can hold office.
- b) Family: \$25.00 a year, 2 votes, can hold office.
- c) Youth: \$10.00 a year, no vote, cannot hold office. Must be under 18 year old. (M-4-27-96) (M-1-1-07 Dues increase effective January 1, 2007)

Section III Dues Deadlines:

- a) For returning members membership renewal fees are due on January 1 of each year. Any renewing member shall pay the full fee for that year no matter when they renew. Members who have not renewed by March 1 will have their membership and newsletter canceled (M-1-17-94).
- b) New members shall pay a discounted fee for their first year of membership. First time Individual memberships are \$15.00 if joining before June 30 and \$7.50 if joining after June 30. First time Family memberships are \$20.00 if joining before June 30 and \$10.00 if joining after June 30. First time Youth memberships are \$8.00. (M-8-20-11-7). New member is defined as someone who has never been a member of the Keystone Pygmy Goat Club.
- c) Upon review the dues and benefits can be changed by the majority vote of the membership.

Section IV Membership Benefits:

- a) Members will receive a Club newsletter issued quarterly.
- b) Club members have free classified advertising in the newsletter and on the website.
- c) Club members are entitled to a \$1.00 discount for each Club show entry. (M-8-22-98).
- d) Individual and Family level members may hold a Board Office, Coordinator, Chair or committee member position.

Section V Special Awards and Funds:

- a) Volunteer of the Year Award: A gift/award can be given to a deserving Club member at a cost to the Club of no more than \$50.00. (M-9-10-95, M-4-27-96.) This award is given by nomination and member vote at the annual meeting.

- b) Bereavement Fund: The Club can spend no more than \$150.00 for a gift (flowers, donation to charity, etc) to be sent to the family members of a deceased club member at their passing. (M-8-22-09-2)

Section VI Any member may be reprimanded for any action that is deemed unethical or detrimental to the proper function and purpose of the Club by a majority vote of the Board, which may include removal from the Club. Any Reprimand or removal would require diligent investigation by the Board and would insure the individual being Investigated would have an opportunity to respond to all allegations brought against him/her. (M-8-22-09-2)

Article V Board of Directors

Section I The business and affairs of the Club shall be managed by a group of members elected by membership voting. This group will be known as the Board. There will be no Executive Board; all Officers of the Board are equal.

Section II Nominations and Elections: Nominations and elections of Board Officers will be held at the annual Club meeting. One need not be present to be nominated, but the nominee must accept the nomination before being elected by contacting the elections chair by email, postal mail, phone or in person. (M-9-21-10-3) Nominees must be club members in good standing for the previous 6 months. (M-9-21-10-1) Voting will be done at the close of nominations by secret ballot by those Club members present at the meeting. Term to begin on January 1 of the following year.

Section III Board Officers: Positions on the Board shall be President, Vice President, Secretary, Treasurer and three Directors-At-Large.

- a) Board Officers must be members in good standing for the duration of their term, renewing their membership no later than January 31.
- b) Board Officers may chair or serve on Club committees.
- c) Board Officers may serve concurrently in appointed positions such as Newsletter Editor and Membership Chair, but not in elected Board positions.

Section IV Terms: President, Vice President, Secretary and Treasurer will serve a two-year term (M-4-27-02). Directors-At-Large will serve a three-year term with one Director-At-Large being elected each year. There shall be no term limits (M-1-17-93). Any board member may be reprimanded for any action that is deemed unethical or detrimental to the proper function and purpose of the Club by a majority vote of the Board, which may include removal from the Club. Any reprimand or removal would require diligent investigation by the Board and would insure the individual being investigated would have an opportunity to respond to all allegations brought against him/her (M-8-22-09-2).

Unexpired terms shall be filled by appointment by majority vote of the Board except for President, which will automatically be filled by the Vice President.

Section V Duties of the Board Officers: The duties of the Board Officers shall be as follows, with duties added or deleted as needed by majority vote of Board Officers:

- a) President - Shall conduct all meetings of the Club and shall see to the accomplishment of the purpose of the club. Acts as the representative of the Club to outside persons and other organizations and is advisor to all committees.
- b) Vice President - Shall perform the duties of the President in the event of the absence or inability of the President to perform his/her duties. Shall collect Officer and Committee Chair reports before each general membership meeting for presentation if that person is to be absent. Shall be a member of all committees. Shall send out postcards to all members if a scheduled meeting is canceled.
- c) Secretary - Shall record the minutes of each general Club and Board meeting. Shall supply a list of all motions made to the Bylaws Committee Chair for updating the Bylaws and Motions List. Shall supply the minutes of the meetings to the Newsletter Editor for publication. Shall supply the minutes to all Board Officers before the next meeting if they are not published in a newsletter. Shall maintain and archive all Club and Board meeting minutes, the Bylaws, and a complete list of Motions for Bylaw amendments.

Shall have these records available at each Club or Board meeting.

- d) Treasurer - Shall take charge of all funds of the club and be responsible for providing a quarterly financial report to all Board Officers and have a current financial report at all meetings or submit one to the Vice President for presentation at any meeting (s)he is unable to attend. Shall provide the financial report to the Newsletter Editor for publication in the newsletter. Shall pay all bills of the Club not to exceed \$500.00 each and not more than available in the treasury, without consent of the Board.
- a. The Treasurer shall be bonded. (M-4-30-06-1).
- b. There shall be an audit by the Finance Committee when the books change hands. (M-4-30-06-2).
- c. There shall be an audit every year by the Finance Committee. (M-8-16-08-4)
- e) Director-At-Large - Shall vote on issues coming coming before the Board but will not have specific Assigned duties.

Section VI All outgoing Board Officers will turn over any records that are club related to the incoming Board Officers.

Article VI Membership Officer

- Section I Membership Officer - The Membership Officer is an appointed position. The Membership Officer shall be a club member in good standing for the duration of their term. With dues due no later than January 30 of each year. The Membership Officer shall serve until s(he) resigns or is removed by a majority vote of the Board. The Membership Officer is also the Newsletter Editor (M-9-10-95).
- a) Shall keep an up-to-date membership list. Shall be responsible for receiving all membership dues and forwarding these to the Treasurer for deposit. Shall supply an up-to-date, current, complete Membership to the Treasurer when submitting dues funds. Shall submit a report to the Vice President to be presented at any meeting s(he) is unable to attend. Shall send out the most recent newsletter to new members. A maximum expense fund of \$20.00, quarterly shall be reserved for mailing and printing costs to the Membership Officer.

Article VII Newsletter and Newsletter Editor

- Section I Newsletter Editor is also the Membership Officer and shall be an appointed position and shall serve until (s)he resigns.. (M-9-10-95).
- a) Editor duties: Shall be responsible for all aspects of selecting and soliciting articles, compiling and editing, composing, printing and mailing the newsletter to all members. Shall have the right to edit any Questionable or controversial articles that are not for the good of the Club. Shall submit a statement and receipts for reimbursement of expenditures to the Treasurer quarterly. Shall submit a report to the Vice President for presentation at any meeting they are unable to attend.
 - b) If the majority of the Board finds the Newsletter Editor is not performing his/her duties adequately s(he) may be replaced by a majority vote of the Board Officers.
- Section II The Newsletter shall be published quarterly on this schedule:
Winter Edition: February 1 Submissions deadline, March 30 Mailing date.
Spring Edition: May 31 Submissions deadline, June 30 Mailing date.
Summer Edition: August 31 Submissions deadline, September 30 Mailing date.
Fall Edition: November 30 Submissions deadline, December 30 Mailing date.
- Section III Funding: An annual budget of \$500.00 is set for the expenses incurred for publishing and mailing the newsletter. Funds will be paid quarterly by the Treasurer to cover printing and mailing costs with changes as needed by majority vote of the Board. (M-7-14-04).

Article VIII

Website and Webmaster

- Section I Webmaster shall be an appointed position and shall serve until s(he) resigns.
- a) Webmaster duties: Shall maintain and update the website at least twice monthly. Create pages and sections as requested and approved by the Board. Content to include Club sponsored show Information with downloadable showbills, Membership information and a downloadable Membership application, a current copy of the Bylaws (M-8-16-08-3), a current Club Membership list, a Sales Page for Club member classified ads, and a Club Show Champions Page. Shall be responsible for seeing that the web hosting is renewed on time. Shall submit a receipt for reimbursement or a statement from the website host as expenses occur.
 - b) If the majority of the Board finds the Webmaster is not performing his/her duties adequately (s)he may be replaced by a majority vote of the Board Officers.
- Section II The website URL is <http://keystonepygmygoatc.wix.com> and is hosted by Wix, the forum URL is www.kpgcforum.com (M-7-12-14).

Article IX

Committees

- Section I Committees may be formed and Chairpersons appointed by a Majority vote of the Board as needs arise. Committees may be dissolved by a majority vote of the Board when the need no longer exists.
- Section II Committee Chairs shall be the Club Members in good standing for the duration of their term with their dues Payable no later than January 31 of each year of their term and will serve a 2 Year renewable term until the Board dissolves the committee, (s)he resigns the position or the Board appoints a new chair.
- Section III Committee Chairs may choose and dismiss their committee members as they see fit.
- a) Finance Committee (M-8-16-08-4)
 1. Shall oversee the annual audit and other audits of the financial records as dictated by the Bylaws.
 2. Shall consist of the chair and at least one other member. The current or incoming Treasurer may not serve on this committee.
 - b) Show Committee (M-8-16-08-6)
 1. Shall oversee the organizing and running of club sponsored shows.
 2. The Show committee shall consist of the Show Chair, and that year's individual Show Secretaries. Other committee members may include show volunteers and ringmasters.
 3. Duties of the Show Chair (M-8-20-11-4):
 - a. Sets show dates according to club vote and Bylaws rules.
 - b. Files sanctions before the 60 day deadline.
 - c. Procures the facility, including payment of rental.
 - d. Procures the judges as a collaborative decision with the individual show secretaries. Sees to the Judge's travel and lodging and payment of judging fees and expenses as per Judge's Contract.
 - e. Produces a showbill. Provides this to the webmaster for posting and to the individual show secretary.
 - f. The Show Chair shall keep the Newsletter Editor and the Webmaster informed with upcoming show information.
 - g. The Show Chair may ask for help with any of these from individual show secretaries or another member but s/he is ultimately responsible.
 4. Duties of the Individual Show Secretaries:
 - a. Receives and processes entries.

- b. Produces a showbook.
 - c. Serves as host at the show (arranging, penning, security etc.)
 - d. Checks in exhibitors.
 - e. Records class placings and show champions.
 - f. Submits a show financial report including all supporting documentation, along with monies collected to the Treasurer.
 - g. Submits results to MEMO, and to the club newsletter editor and webmaster.
 - h. The show secretary(ies) may ask for help with any of these from the Show Chair or any other member but (s)he is ultimately responsible.
- c) Bylaws and Rules Committee:
- 1. Shall oversee the amendments made to the Bylaws and any other Rules document of the Club to see that it remains up to date. Shall oversee the Motions List to see that it remains up to date. Shall review all Bylaws, Rules and Motions documents at least once a year and make recommendations.
 - 2. Shall coordinate with the secretary for the presentation of any Bylaws amendment motions for membership voting.
 - 3. Shall coordinate with the secretary to maintain an accurate and up to date Motions list and Bylaws for archiving.
 - 4. Shall supply a current version of the Bylaws for publication in the newsletter and on the website as needed. (M-8-20-11-3 a-d)
 - 5. The Bylaws and Rules committee shall consist of the chair and at least one other member.
- d) Elections Committee (M-8-20-11-5)
- 1. Shall oversee and conduct the annual nominations and elections as dictated by the Bylaws.
 - a. Is not allowed to tally votes if (s)he is one of the nominees for that position.
 - 2. Shall consist of the chair and at least one member.
 - 3. A list of offices to be elected and nominations form along with other pertinent information be sent to the Webmaster and Newsletter editor in time to appear in the newsletter preceding the scheduled elections.
 - 4. Verifies each nominator and nominee in accordance with Bylaw rules at the time of nomination and election.
 - 5. Keeps a record of terms for all officers and committee chairs.

Article X

Amendments, Adoptions & Repeals

- Section I The membership shall have the power to adopt, amend or repeal any section of the Bylaws by a majority vote of the attending members at a membership meeting. Amendments shall be announced in the following Newsletter and on the Website.

Article XI

Meetings

- Section I General Club meetings shall be held at Club-sponsored shows. Additional meetings may be held as needs or wants dictate with Board approval. No specific number of yearly meetings is required (M-4-95). All meetings shall be open to all Board Officers. If a general club meeting is canceled, the Vice President will mail postcards to all members to announce the cancellation.
- Section II Board meetings can be called as needed by any three Board Officers. All Board Officers are to be notified of any Board meeting dates.
- Section III The Annual Club Meeting shall be the meeting held in conjunction with the last Club sponsored show of the Year or when deemed collectively necessary by the Keystone Pygmy Goat Club officers. (M-8-12-14-2) Nominations and elections will be held at this meeting.

Article XII

Club Sponsored Shows

Section I The Club may sponsor any number of shows each year. The number of shows, locations and dates and fees can be changed at any time by the majority vote of the membership. (M-9-21-10-4) The Club must have a set of Show Guidelines, to be reviewed annually. (M-10-22-15-2).

Section II Fees for Club Shows

- a) Club members are entitled to a \$1.00 discount for each Club entry. Entry fees shall be \$8.00 per goat per show for members and \$9.00 per goat per show for non-members (M-8-22-98) (M-10-22-15-1).
Pen fees shall be calculated to cover the facility cost for each show.

Section III Raffles and Auctions:

- a) A limit of \$100.00 be put on any raffle items or prizes for any show that is bought with club funds. Anything over that limit will need Board Approval. (M-10-4-97)(M-8-20-11-2).
- b) Any item donated to the Club becomes the property of the Club. If the winner of the item does not wish to keep the item a second winner is chosen, and so forth until all players are drawn.
 - i. If all options for choosing a winner are exhausted, the club members will decide what to do with the donated item.

Article XIII

Dissolution

Section I Should the Keystone Pygmy Goat Club dissolve, any funds and property will be turned over to the NPGA.

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