

# BYLAWS & CONSTITUTION

**NAME:** London Dog Owners' Association (LDOA)

**PURPOSE, GOALS & OBJECTIVES:**

To advocate and encourage responsible dog ownership and to support the interests of dog owners with respect to facilities, policies and practices in cooperation with the City of London and the London community.

**MEMBERSHIP:**

A member in good standing will have met the following requirements:

- A. Resident within the City of London and/or within Middlesex County.
  - A1: Members in good standing who move outside the City of London or outside Middlesex County be granted an extension of one year on renewal of membership provided dues are paid in full. Thereafter their non-resident status would apply and require they become an Associate Member when dues are paid in full.
- B. Owner of dog(s), Foster of dog (s), Service Provider for Dogs,
  - B1: Members in good standing who no longer own a dog for personal reasons or by reason of loss, illness, adoption or death of their dog, be granted an extension of one year bereavement on renewal of membership provided dues are paid in full.
- C. Dues are paid in full
- D. Minimum age (of owner) 14 years

Note: We encourage members to accept responsibility for proper licensing and to provide medical attention as required for their dog(s)

Upon receiving membership status in the LDOA you will be entitled to;

- A. Run for elected positions
- B. Chair committees
- C. Vote at meetings
- D. Take advantage of the LDOA membership rewards program.

**Associate Member**

An Associate Member is one who does not meet the above Membership requirements. An Associate Member makes an annual donation, may attend meetings but have no voting privileges, and may serve in a volunteer role if desired. Associate members are entitled to take advantage of the LDOA membership rewards program.

Non-members will be allowed to attend meetings, but will have no voting privileges.

### **VOTING:**

All voting will take place at the general meetings.

There must be a minimum of 7 members present for a meeting to take place.

For a motion to pass there must a minimum 51 % of the members present in favour.

*(Note: A member who cannot attend may send written notice to the Association in advance of a vote or an election, and indicate his or her vote, or indicate his or her designated proxy for the meeting.)*

### **DUES:**

Dues will be collected once a year.

There will be a \$ 20.00 membership fee per household. One fee, one vote per household.

The amount of the membership fee is set by the membership at the annual meeting.

Dues will be payable annually on the anniversary of joining.

### **EXECUTIVE:**

Members of the Executive Committee will contribute to all discussion of policy, direction, objectives and communications. Each member will have one vote on the Executive Committee.

Elections will be held once a year. No person can hold the office of President for more than two consecutive years.

The Annual Meeting will take place normally in October. At this meeting Elections will be held as well as Executive Committee Reports. Thirty days' notice of this meeting must be given.

There are 6 positions available on the executive committee: President, Vice-President, Recording Secretary, Treasurer, Membership Secretary and Off-Leash Parks City Hall Liaison. Their responsibilities will include;

#### **President:**

- Chair executive Committee and general meetings
- Liaison between committees & executive
- Committee chairpersons are accountable and report to the Executive.
- Receive all incoming correspondence. Depending on the nature of correspondence forward it to the appropriate Executive member for action.

#### **Vice President(s)**

- Assist the president
- If the President is absent or unable to perform his/her duties, the Vice-President will assume the duties of President.
- Public Relations liaison with all local and regional media outlets.
- Communicate all information the Executive Committee has agreed upon and feel should be communicated to such agencies

- In cooperation with the President, act as liaison with other organizations.

### **Recording Secretary**

- Take minutes at all Executive Committee and general meetings
- Distribute minutes, agendas and meeting schedules to members

### **Treasurer**

- Set-up & maintain bank account. 2 out of 3 people to sign (treasurer, chairman & 1 other on executive)
- Provide monthly statements

### **Membership Secretary**

- Keep track of all members' information. Provide updated Membership Lists to Executive member only in accordance with LDOA Privacy Policy.
- Keep track of renewals by mailing out Notices of Renewal on a monthly basis.
- Collect membership dues and transfer funds to the treasurer
- Handle membership enforcement and code of ethics.

### **Off-Leash Park and City Hall Liaison**

- Work with City Hall to maintain existing parks.
- Work with City Hall and the general public to establish new parks
- Attend all City Hall meetings that deal with the Off Leash parks or dog-related issues that may affect the LDOA or its members or canines.
- Serve as LDOA representative on City Hall's Animal Welfare Advisory Committee or any other committee if the LDOA is requested by City Hall
- Arrange LDOA's meeting place and time with City Hall annually.

### **Past President**

- Advisor
- Arrange elections

### **COMMITTEES:**

The executive committee will set the sub-committees as required for special events and projects. For example: Calendar, Membership Rewards, Pooch Plunge, etc. Committee Chairpersons **are** accountable and report to the President/Executive.

### **REVISIONS TO BYLAWS:**

These bylaws will come into force as soon as they are adopted by the membership at a general meeting of the London Dog Owners' Association. Thereafter, they may be amended as follows:

- any member may suggest an amendment to the Executive Committee
- the EC will notify the membership in writing of the proposed amendment, and may provide comments on the proposal.
- after 30 days, and before 3 months have passed, the membership will have an opportunity to vote on the amendment
- a super-majority (two-thirds of members present) are required for an amendment to pass

# MEMBERSHIP APPLICATION FORM

TO ADVOCATE AND ENCOURAGE RESPONSIBLE DOG OWNERSHIP  
AND TO SUPPORT THE INTERESTS OF DOG OWNERS  
WITH RESPECT TO FACILITIES, POLICIES, AND PRACTICES IN  
COOPERATION WITH THE CITY OF LONDON AND THE LONDON COMMUNITY.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TYPE OF DOG (S) \_\_\_\_\_

NAME OF DOG (S) \_\_\_\_\_

INTERESTS (Please check all that apply)

Off - leash parks

Training

Community awareness

Education

Other Interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I have enclosed my membership dues of \$ 20.00 for my household. I agree to support the Purpose, Goals and Objectives of the Association and to respect the LDOA Member Code of Ethics.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

All membership information will be held in the strictest of confidence and protected by the LDOA Privacy Policy. *Added Dec. 11/08*

OFFICE USE ONLY: Membership # \_\_\_\_\_ Renewal Date: \_\_\_\_\_

Membership form can be mailed or submitted directly to any executive member.