

**AMENDED AND RESTATED BYLAWS OF THE PEACHTREE CITY DOG PARK
ASSOCIATION**

ARTICLE 1

ORGANIZATION NAME

1.1 The name of this organization shall be the **Peachtree City Dog Park Association** **and** may also be referred to as “PTCDPA” and the “Association.”

1.2 The Association is a 501(c)(3) not-for-profit and tax-exempt organization as well as a self-regulating and financially autonomous community service organization. The Association operates within Peachtree City, Georgia (“Peachtree City”) and Fayette County, Georgia (“Fayette County”). PTCDPA believes that the Peachtree City Dog Park (“Dog Park”) is a vital community asset and must be well-maintained and operated so that dog owners and their canine friends may exercise and socialize with other dogs in a clean, safe, and vibrant environment.

ARTICLE 2

PURPOSE

The purpose of PTCDPA shall be to:

- A. Operate a self-funded fenced in off-leash dog park where residents of Peachtree City, Fayette County and neighboring counties and their dogs can exercise and socialize in a safe controlled environment.
- B. Establish regulations, rules, and procedures for the use of the Dog Park.
- C. Oversee and administer the operation and the on-going maintenance of the Dog Park.
- D. Raise and disburse funds for the operation, maintenance, and improvements to Dog Park.
- E. Promote community use of the Dog Park as well as the awareness of the benefits of an off-leash dog park through public education and public relations programs.
- F. Facilitate and sponsor events at the Dog Park to promote education and socialization of dogs involving Association members, invitees, and their dogs.

- G. Expand membership to all interested dog owners and concerned citizens in Peachtree City, as well as throughout Fayette County, and other neighboring counties in Georgia.
- H. Routinely communicate and coordinate efforts regarding the Dog Park with the City of Peachtree City, and more specifically, the Recreation Director of Peachtree City or any other person designated by the Mayor of Peachtree City for such communications.

ARTICLE 3

MEMBERSHIP; FEES

- 3.1 Must Abide by Dog Park Rules. The Dog Park is a public facility, and all dogs and their handlers are welcome, but they must abide by the posted rules of the PTCDPA and the laws and ordinances of Peachtree City and Fayette County.
- 3.2 Membership Classes. There shall be three (3) classes of members of the PTCPDA:
 - (a) annual members who may vote on Association matters and in elections “Annual Members”);
 - (b) pay per visit members (“Day Members”);
 - and (c) Honorary Members, as defined below in Section 3.11. Only annual and honorary members, in good standing, may vote for the Board of Directors and on other matters as set forth in these By-Laws.
- 3.3 Who May be a Member. Membership is open to all citizens of Peachtree City and Fayette County, as well as all others who wish to join and have paid the membership fee (annual or daily), so long as the member is in good standing with the PTCDPA. “Good standing” means that a person’s membership has not been denied or revoked due to the behavior of the member or the member’s dog(s). A voting member is a member who (a) pays an annual membership fee or is an Honorary Member, and (b) is in good standing. These members in good standing may vote on matters presented to the general membership and in Board elections (“Voting Member”).
- 3.4 Payment of Membership Fee. Annual and Day Memberships are conferred upon payment of the PTCDPA annual fee, or the PTCDPA daily usage fee for Day Members. Memberships are considered by household and not by individual. PTCDPA members are encouraged to participate in general meetings and to make their voices heard on matters affecting the Dog Park, its operation and maintenance.

- 3.5 Membership Term. A membership shall last twelve (12) months from the date of payment submission and shall be renewed annually. Payment of the daily usage fee confers membership in PTCDPA for that day only.
- 3.6 Required Pet Inoculations. Members are required to have their dog(s) inoculated for rabies and any other inoculations that are required by Peachtree City, Fayette County, or the State of Georgia. Members must provide proof of said inoculations upon request by the PTCDPA.
- 3.7 Suspension/Termination of Membership. Any member or a member's dog may be suspended or terminated from membership in PTCDPA and denied access to the Dog Park for (a) for failure to provide proof of required inoculations, (b) for failure to timely pay the member's membership fee, (c) for failure to abide by the regulations and rules of the PTCDPA, (d) for continuous aggressive behavior of the member's dog(s) towards other members and/or their dogs; and (e) for any other reason that the Board feels the member and/or the member's dog(s) pose a threat to the health, safety and continued enjoyment of the Dog Park by other members. Before a membership may be suspended or terminated, the member must be given fifteen (15) days' written notice, which shall include email, of the proposed suspension/termination of membership in the PTCDPA., including the reasons therefor, and shall provide that the member shall be afforded an opportunity at least five (5) calendar days in advance of the proposed suspension/termination of membership to present evidence to the Board as to why the suspension/termination should not take place. If the membership is suspended/terminated for violation of Dog Park rules, there shall be no refund of any membership dues. Any suspension or termination of membership requires a majority vote of the Board before becoming effective.
- 3.8 Immediate Suspension of Dog Park Usage. Nothing in these By-Laws restricts the Board of Directors from adopting rules that immediately restrict privileges to or impose conditions on the use of the Dog Park for alleged violations of the rules **pending the hearing on suspension or termination of membership in PTCDPA.** **The** Board shall also have the authority to deny any member of the public or any

PTCDPA member from using the Dog Park if that person and/or their dog(s) pose an immediate harm to other members and their dogs using the Dog Park.

Additionally, if a member's dog or the member are posing a risk to the Dog Park or other members and their dogs and/or enjoyment of the Dog Park by other members and their dog(s), any Board member may temporarily suspend that member's membership for that day and have that member and the member's dog banned from the Dog Park for that day. Any suspension of a membership for more than one day must be done by a majority vote of the Board pursuant to Section 3.7 above.

- 3.9 Reinstatement of Membership. A member whose membership has been suspended and/or terminated may have their membership reinstated by majority vote of the PTCDPA Board.
- 3.10 Release of Member's Information. A member who is directly involved in an incident at the Dog Park that has resulted in an injury to a dog or human, that member, by virtue of their membership in PTCDPA, consents to the release of their name, telephone number and email address to other parties directly involved in the incident wherein an injury occurred.
- 3.11 Attendance at PTCDPA Board Meetings and Other Events. Members are invited to attend PTCDPA regular and special board meetings but will have no voting rights at these meetings. Members shall also have the right to attend all PTCDPA social functions and other activities sponsored by the PTCDPA. Members are encouraged to participate in fund-raising activities which are held to support the PTCDPA and its efforts, membership meetings, work/clean-up days at the Dog Park and PTCDPA committees.
- 3.12 Honorary Membership. The Board by majority vote may award any person an Honorary Membership in PTCDPA. An Honorary Member is any person who has provided exemplary aid, assistance, or support to the Association, and who, at a regularly scheduled monthly board meeting, the Association wishes to recognize. An Honorary Member shall be exempt from the payment of annual dues. Honorary Members shall not have voting privileges.
- 3.13 Membership Fees. Membership fees are set by the Board. Those members residing outside of Fayette County shall pay a fee that includes an assessment by Peachtree

City for out-of-county residents and that is then paid directly to Peachtree City by the PTCDPA.

ARTICLE 4

BOARD OF DIRECTORS

- 4.1 Association Management. The PTCDPA shall be run by a board of directors (“Board of Directors” or “Board”). A Board member must be a member of the PTCDPA.
- 4.2 Duties of Board. The Board shall (a) direct, manage, lead, coordinate and supervise the operations, maintenance, direction, activities, resources and administration of the Association and the Dog Park, (b) establish rules and regulations for the use of the Dog Park, (c) shall have fiscal responsibility for PTCDPA and shall have the authority to enter into contracts and to approve all contracts, income and expenditures, (d) solicit and supervise membership, (e) establish such committees and appoint such committee chairs and committee members as it deems necessary and proper to carry out its duties and purposes, and (f) coordinate interaction with the Recreation Director of Peachtree City or any other person designated by the Mayor of Peachtree City for such communications.
- 4.3 Board Composition / Term / Compensation. The Board of Directors shall consist of the following officers: President, Vice-President, Treasurer and Secretary. There shall also be two (2) additional At-Large Board Members: At-Large Member 1 and At-Large Member 2, but neither shall be an officer. The Officers and two At-Large Members shall each have one vote on the Board. At least fifty percent (50%) of the Board Members must be legal residents of /Fayette County, Georgia and must be an active member of PTCDPA. No member of the Board may receive any compensation from PTCDPA for serving on the Board or for services rendered to the Board.
- 4.4 Quorum. A quorum of the Board shall consist of a minimum of 50% of the total current Board membership and must exist before business can be transacted or motions made or passed. A majority of Board members present at a meeting, whether or not a quorum is present, may adjourn any meeting to another place and time.

- 4.5 Board Action. Board action shall be accomplished by a majority vote of Board members present at any meeting in which a quorum exists, except where individual authority to act is granted to Board members by these By-Laws or other specific authority. Upon the request of a Board member present at any meeting, a vote on any topic may be held by secret ballot. Otherwise, all votes by the Board shall be open votes. The Board must vote on matters of expenditures of Association funds in excess of \$100.00, major repairs and improvements to the Dog Park, regulations and rules governing the use of the Dog Park, and other matters contained in these By-Laws that require Board action. Any action that the Board is required or permitted to take may be taken without a meeting if all Board members consent in writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of the Board of Directors.
- 4.6 Election of Board Members. Board members shall be elected as set forth in Article 7 below.
- 4.7 Vacancies. When a vacancy on the Board exists, nominations for new Board members may be received from present Board members by the Secretary two weeks in advance of a regular Board meeting. These nominations shall be circulated among the existing Board members in advance of a regular Board meeting and shall be voted upon by Board members. Vacancies on the Board during the year shall be filled by the vote of a majority of the remaining members of the Board and shall be for the balance of the vacant term. However, if the vacancy occurs less than 30 days prior to the annual meeting of the membership, the Board may defer the replacement election to the annual meeting where officers and directors are elected by the membership.
- 4.8 Resignation / Termination/ Removal. Resignation from the Board must be in writing and received by the Secretary. Alternatively, a resignation may be tendered in person by a Board meeting during a regular Board meeting. Any member of the Board may be removed by one of two methods: (1) a two-thirds vote of the voting members in attendance at a general meeting, or (2) a two-thirds vote of the Board

at a Board meeting. Persons removed from the Board continue to be voting members of the Association if they are otherwise in good standing.

- 4.9 Disputes Between Members. The Board will develop procedures for addressing disputes between members arising out of their use of the Dog Park. However, neither the Board nor PTCDPA will be responsible for settlement disputes between members, and, in particular, arising out of injuries sustained by those members and/or their (dogs) at the Dog Park. The Board and PTCDPA will only act as a liaison for communications between the disputing parties. In the event of an injury to a dog or a member at the Dog Park caused by another dog or member, the Board is authorized to release the names, email addresses and telephone numbers of the members directly involved in the dispute to the parties directly involved in the incident.

ARTICLE 5

OFFICERS, DUTIES AND COMMITTEES

- 5.1 Officers and Directors-At-Large. As stated above, there shall be four officers of the PTCDPA, President, Vice-President, Treasurer and Secretary, and two Directors-at-Large. The officers and Directors-at-Large shall perform those duties enumerated below, and any others that are provided for or implied by other provisions of these By-Laws.
- 5.2 President. The President shall have the following duties:
- a. Schedule and preside at all membership and Board meetings of the PTCDPA, or arrange for another officers to preside at each meeting if s/he is absent in the following order: Vice-President, Secretary and Treasurer:
 - b. Prepare the agenda for all board and general membership meetings.
 - c. Create, appoint, direct, and discharge all committees necessary to carry out the purposes of the Board. The President shall be an ex-officio member of all committees and will appoint members to such committees.
 - d. Be responsible for the overall management of the PTCDPA.
 - e. Enter into and sign all contracts and other legal obligations upon proper authorization of the Board.

- f. Be authorized to deposit and disburse PTCDPA funds in the absence of the Treasurer for legitimate purposes, subject to the requirement to have two signatures in excess of \$500.00 except in cases where the Board has waived this requirement with respect to a specific expenditure.
- g. Present a summary of the prior year's activities at the annual meeting of its members.
- h. Serve as liaison with all outside organizations including, but not limited to the City of Peachtree City and any organizations/departments of Peachtree City, but especially with the Recreation Director of Peachtree City or any other person designated by the Mayor of Peachtree City for such communications. However, the President may delegate any other Board member s/he chooses to act as the PTCDPA liaison to any other entity; and
- i. Supervise the functions and duties of the other Board members and recommend new applicants to the Board.

5.3 Vice-President. The Vice-President shall have the following duties:

- a. Assist the President and perform the duties of the President at any time the President is temporarily absent or unable to serve.
- b. Oversee all committees, report directly to the President, interview and recommend new applicants to the Board.
- c. Perform other duties as requested by the President; and
- d. If for any reason the president does not complete the elected term of office, serve as President for the balance of the unexpired term, unless the Board appoints a new President to serve out the remainder of the unexpired term.

5.4 Treasurer. The Treasurer shall have the following duties:

- a. Collect monies paid to PTCDPA and cause these funds to be deposited in a timely matter into a financial institution approved by the Board.
- b. Disburse funds of PTCDPA as authorized by the Board and these By-Laws and maintain receipts for all disbursements with proper approvals noted.
- c. Sign all checks and other evidence of payment by PTCDPA at the direction of the Board.

- d. Maintain receipts for all disbursements with property approval noted.
- e. Obtain the signature of the President or the Vice-President in the absence of the President, on all disbursements in excess of \$500, unless the Board has authorized any disbursement in excess of this amount to be made without a second signature.
- f. Establish and maintain accounts in such financial institutions as approved by the Board.
- g. Maintain records of the source and disbursements of all funds as directed by the Board.
- h. Prepare and present a monthly report at each monthly Board meeting setting forth the assets and liabilities of the PTCDDPA, including (i) the beginning and ending balance of PTCDDPA bank accounts; (ii) monies received and deposited for the previous month and noting the source of those funds; (iii) all individual expenditures made the previous month; and (iv) amount of reserve funds.
- i. Ensure that the Association retains its nonprofit status with the State of Georgia.
- j. Make sure liability insurance is in effect annually.
- k. Assist the Secretary by depositing and recording the membership fees collected.
- l. Order equipment and materials as directed by the Board.
- m. Ensure that federal and state tax returns are prepared and filed in a timely manner each year.
- n. Ensure that a financial audit of PTCDDPA is conducted as required by law, by a person possessing qualified financial experience.
- o. Chair any finance committee(s) created by the Board
- p. Assist in the preparation of an annual budget, to be approved by the Board.
- q. Provide an accounting of all records when requested by the President or the Board.
- r. Make financial information available to Board members, members and the Recreation Director of Peachtree City or any other person designated by the Mayor of Peachtree City for such communications, as required and appropriate.
- s. Help develop fundraising plans; and

t. Perform such other duties as assigned by the President or the Board in these Bylaws.

5.5 Secretary The Secretary shall have the following duties:

- a. Arrange for a meeting place for the regular monthly Board meetings and special meetings, post the time and location of these meetings on the PTCDPA website and at the Dog Park at least 72 hours prior to the meeting, and ensure that the meeting place is set up at least 15 minutes prior to each meeting.
- b. Attend all meetings or obtain a replacement for the purpose of performing the Secretary's duties at that meeting and ensure that the replacement completes all such duties.
- c. Record the proceedings of all Board and membership meetings, prepare minutes of these meetings recording actions taken at each meeting, and maintain a list of attendance for all meetings.
- d. Distribute the minutes of meetings in a timely fashion after the meeting to the Board.
- e. Post approved minutes of Board and membership meetings on the PTCDPA website, and provide copies of same to members, upon their request.
- f. Sending out and posting meeting announcements to Board members and the general membership, where applicable.
- g. Receive all membership applications and maintain a complete list of members and members' data required for the PTCDPA membership database.
- h. Serve as corresponding secretary for PTCDPA for all PTCDPA communications with others as directed by the President or by the Board.
- i. Prepare ballots and other necessary documentation for the use of the Board and members.
- j. Maintain the records of the PTCDPA (minutes, By-Laws, etc.) in a central location and provide copies of same to the Board and members upon their request.
- k. Send copies of the approved minutes and the monthly Treasurer's report to the Recreation Director of Peachtree City or any other person designated by the Mayor of Peachtree City for such communications; and

I. Perform such other duties as assigned by the President or the Board.

5.6 At-Large Directors At-Large Directors assist in the management of the organization and perform other duties as determined by the President in concert with the Board.

5.7 Committees The Board may create ad hoc committees to address emerging needs at their discretion. At the January monthly Board meeting, the President shall appoint a nominating committee comprised of the President and at least two other PTCDPA members. The Nominating Committee shall solicit candidates for the Board of Director election to take place at the annual membership meeting in March.

The Nominating Committee will present nominations for each office on the Board of Directors, after securing acceptance of same from the nominee. At the February monthly Board meeting, the Nominating Committee will present a formal slate of officers and directors for the upcoming March annual membership meeting to the Board of Directors.

ARTICLE 6

MEETINGS AND VOTING

6.1 Monthly and Special Board Meetings. The Board of Directors shall hold regular monthly meetings, at an agreed upon regular time and place which the Board will set from time to time. The regular dates and times of these monthly board meetings shall be posted on the PTCDPA website and at the Dog Park. Any regular monthly Board meeting may be waived by a majority of the Board of Directors and the meeting cancelled without notice if no pressing business exists. In the absence of a meeting, the Board may use other forms of communication to reach Board agreement on any matter on any non-financial matter or any financial matter that does not exceed five hundred dollars (\$500.00). For any expenditure over \$500, approval of such expenditure must be by majority vote as recorded in an email vote. Monthly Board meetings are open to all members. However, the Board reserves the right to convene executive sessions, which members may not attend.

6.2 Special / Emergency Board Meetings. Special meetings of the Board may be called by the President or by two Board members. Such meetings may be held without advance

notice, and may be held by conference telephone, video screen communications, or other electronic communications, including but not limited to email. Participation in a meeting under this section shall constitute presence in person at the meeting if all the following apply:

- A. Each Board member participating in the meeting can communicate with all other Board members.
- B. Each Board member has the opportunity to participate in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken; and
- C. The Board has adopted and implemented a means of verifying both of the following:
 - 1. A person participating in the meeting is a Board member; and
 - 2. All actions of or votes by the Board are taken or cast only by Board members and not by persons who are not Board members.

6.3 General Membership Meetings. There shall be at least one general membership meeting each year to be held in March of each year (“Annual Membership Meeting”). The Board shall be elected at the Annual Membership Meeting for the upcoming year. The Board shall set the date of the Annual Membership Meeting at its January Board Meeting. Additional meetings of the general memberships may be called at the discretion of the Board or upon petition of ten percent (10%) of the voting membership. Voting Members shall receive notice of general and annual membership meetings at least thirty (30) days in advance by email communication (emails to membership based on emails provided by members on their membership applications), by posting on the PTCDPA website, and by posting at the Dog Park. A proposed agenda and information about elections, votes on amending By-Laws and/or other matters to be voted upon will be publicized before all general and annual meetings. Publicized agenda items are eligible for in-person and proxy voting. Items proposed as New Business or amendments are not eligible for proxy voting.

6.4 Annual Meeting; Proxies. The annual meeting of the PTCDPA members shall be held in March of each year and requires a quorum of ten percent (10%) of the membership

for business to be conducted. Elections of Board Members will be held by a combination of in-person, proxy and electronic voting. Electronic voting includes, but is not limited to, emails and platforms that permit voting such as "Survey Monkey." Voting members shall receive notice of the annual meeting at least thirty (30) days in advance by email communication (emails to membership based on emails provided by members on their membership applications), posting on the PTCDPA website and posting at the Dog Park. Board members shall be elected at the annual meeting as set forth in Article 7 below. Votes may be cast in person, by proxy or electronically as agreed upon by the Board for that annual election. If a member designates a proxy to cast their vote, they must send the proxy to the Board during the two-week period prior to a vote. A proxy must include the printed name and signature of the absentee voter, the name of the person holding the proxy, and the date of the annual meeting or an email containing the same information. Items and amendments introduced at the meeting are not eligible for proxy voting. The proxy expires at the end of the meeting for which it is given. No person may hold more than five proxies.

6.5 Special Membership Meetings Requested by Voting Members. Voting Members may request a special membership meeting by submitting a request in writing signed by twenty percent (20%) of the Membership. Upon receipt of such written request, the President must call a special meeting of the membership within thirty (30) days. Membership notification shall be email, by posting on the PTCDPA website and by posting at the Dog Park.

6.6 Form of Voting. The normal manner of voting at all meetings will be a voice vote on all matters, except the election of Board members. If a Board member requests a vote on a specific item be by secret ballot and the majority of the Board members present agrees to a secret ballot, then the vote on that item shall be by secret ballot. In the event a meeting takes place by email, then a vote may be transmitted to the full Board via an email. Any Voting Member in attendance at a general, special or annual membership meeting may request a roll-call vote; however, that request must be made immediately after the President announces the result of a voice vote, before the next item of business is taken up, and must be seconded by a show of hands of at least 20% of the members in attendance at the meeting. If a roll-call vote is properly requested and sufficiently

seconded, the Secretary will call the names of Voting Members in attendance or with a proxy submitted to the Board and the attendee or proxy holder shall respond verbally.

6.7 Motions. All motions must be made and seconded before being be voted upon by the Board or Voting Members, as applicable. A motion is passed by a simple majority vote, after being seconded by a PTCDPA board member. Tied votes may require additional discussion or shall be tabled for the next meeting at the discretion of the President. The procedure for making and voting on motions is set forth in Section 6.11(B) below.

6.8 President's Absence The Vice-President shall preside at a meeting in the President's absence. If the event both the President and the Vice-President are absent, then the Secretary followed by the Treasurer, if the Secretary is absent, shall preside over the meeting.

6.9 Meeting Agenda. The President and/or the Vice-President, in the President's absence, shall set the agenda for the meetings. Agenda items may be proposed by any Board member for any board or membership meeting and must be placed on the next month's board meeting agenda. Voting Members wishing to add an agenda item to any membership meeting must submit them in writing to the President five (5) days prior to the meeting.

6.10 Alternative / Additional / Emergency Meeting Provision. In the event of inclement weather, public health concerns, emergencies or any other justifiable cause agreed upon by the Board, the Board may meet electronically by email, conference telephone, video screen communications, or other electronic communications. Before any action may be taken, a quorum must be present at any such alternative meeting. Meetings in addition to the monthly Board meetings as well as general and annual membership meetings may called at the discretion of the Board.

6.11 Procedure / Order of Meetings It is the intent of the Board to keep the meetings simple.

A. Format. PTCDDPA meetings shall follow the format:

1. Meeting called to order.
2. Approval of Minutes, as applicable, of (a) the preceding Board meeting, (b) any special board meetings held since the previous monthly board meeting, and (c) membership meetings held since the preceding Board meeting.
3. Presentation of Treasurer's report
4. Reports of Committees
5. Reports of Officers
6. Old and Unfinished Business
7. New Business
8. Adjournment of Meeting

B. Procedure for Motions. The procedure for making, seconding, amending and voting upon motions made at a meeting is set forth in an attachment to these Bylaws as Attachment A and are incorporated into the body of these By-Laws as if set forth verbatim herein.

6.12 Meeting Minutes. Meeting minutes shall be prepared by the Secretary and then approved at the next Board meeting. Once approved the minutes shall be posted on the PTCDDPA website.

ARTICLE 7

ELECTIONS

7.1 Nomination / Slate of Officers & Directors / Other Candidates; Nominating

Committee. Members of the Board shall be elected by a simple majority vote of Voting Members present at the March annual meeting. In January of each year, the President shall appoint a Nominating Committee made up of the President and at least two other members to recommend a slate of officers and directors. This slate shall be presented to the Board at the February Board meeting. Any Board member

is eligible for re-election for any Board position. Persons wishing to be included as candidates for election to the Board must notify the Board not later than 15 days prior to a scheduled election. The Board shall verify that that person is a PTCDPA Voting Member. The Board shall then add that person to the list of candidates presented to the membership for voting at the annual meeting. The slate of officers and directors and all other nominations received 15 days prior to a scheduled election will be posted on the PTCDPA website and at the Dog Park following the February monthly board meeting. Nominations may also be made from the floor at the annual meeting.

7.2 Election. The nominee receiving a majority of votes shall be declared as elected to that office. If no nominee receives a majority of the votes, a run-off election between the two nominees with the highest number of votes will be held. The nominee receiving a majority of votes in the run-off election shall be declared as elected to that position.

7.3 How Votes Cast. Each Voting Member shall have one (1) vote. A Voting Member is determined by household and not by individual. Elections of officers and directors shall be by secret ballot. Votes may be cast in person, by proxy or electronically as agreed upon by the Board for that election. A proxy must include the printed name and signature of the absentee voter, the name of the person holding the proxy, and the date of the annual meeting or an email containing the same information. This proxy must be presented to the Board before voting commences. Items and amendments introduced at the meeting are not eligible for proxy voting. Voting Members may vote in advance of the actual annual meeting date through the use of any platform that will permit members to vote electronically. The form of electronic voting for any election must be approved by a majority of the members of the Board at least one month in advance of the general election.

7.4 Quorum. A quorum for any membership meeting is defined as ten (10%) of the current Voting Members.

7.5 Term. All officers will assume their office on April 1st and serve until March 31st of the following year.

ARTICLE 8

FINANCIAL

8.1 The fiscal year of the Association is the calendar year, beginning on January 1st and ending on December 31st.

8.2 PTCDPA shall not incur indebtedness or borrow money beyond cash on hand.

8.2 The annual membership fees shall cover the PTCDPA operational, maintenance and repair expenses.

8.3 Each year the Board shall prepare a budget based on (1) estimated miscellaneous income and income from membership fees, (2) estimated expenses for Dog Park operations, (3) estimated improvements, and (4) estimated reserves for unforeseen and foreseeable necessary park improvements and repairs. This budget shall be presented to the membership at the annual March meeting for their approval. A majority affirmative vote of members present shall approve the budget. This budget is meant to guide the Board in its activities for the following year and may be amended by the Board as necessary to meet the needs of the Dog Park.

8.4 The Board may authorize expenditures during the calendar year to meet the needs of the Dog Park for maintenance, operation and improvements approved by the Board.

8.5 The Treasurer shall draft, sign and forward PTCDPA checks to the payees for expenditures authorized by the Board. In the Treasurer's absence, the President shall draft, sign and forward such checks.

8.6 Request for reimbursement for Board authorized expenses incurred by any Board member shall be submitted to the Treasurer for payment.

8.7 Any checks in excess of \$500.00 must be signed by the Treasurer and the President. The Board may waive this requirement for any particular expenditure that it has approved.

ARTICLE 9
DOG PARK RULES

9.1 Adoption of Dog Park Rules. The Board of Directors shall adopt rules for the operation and use of the Dog Park. Violation of the rules may serve as grounds for suspension and/or termination of a membership as specified in these By-Laws. Violation of the rules may also serve as grounds for denying access to a nonmember and/or that person's dog(s) from using the Dog Park and its facilities. All members shall have the responsibility of reasonably enforcing the Dog Park rules for the safety and enjoyment of others.

ARTICLE 10
AMENDMENT OF BY-LAWS

These By-Laws may be amended by a majority vote of the Board of Directors. Proposed amendments must be submitted to all Board members at least one month before approval. Approved By-Law changes shall become effective immediately unless otherwise specified. A copy of the Amended By-Laws will be posted on the PTCDPA website. A copy may be given to a member upon request.

ARTICLE 11
DISSOLUTION AND FEDERAL TAX EXEMPTION

11.1 Federal Tax Exemption. Nor part of the net earnings of the PTCDPA shall inure to the benefit of, be distributed to its members, board of directors or other private persons, except that the PTCDPA and its Board shall be authorized and empowered to pay reasonable compensation for service rendered, items purchased, and to make payments and distributions in furtherance of Section 501(c)(3) of the Internal Revenue Federal Tax Code. No substantial part of the activities of the PTCDPA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTCDAP shall not participate in, or

intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

- 11.2 Distribution of Assets upon Dissolution. On dissolution of the PTCDDPA, PTCDDPA assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Federal Tax Code, i.e. charitable, educational, religious or scientific, or corresponding section of any future federal tax code, or shall be distributed to the United States government, or to a state or local government for a public purpose.
- 11.3 Non-Permitted Activities. Notwithstanding any other provision of these By-Laws, the PTCDDPA shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Federal Tax Code (or corresponding future tax code) or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Federal Tax Code (or corresponding section any future tax code).
- 11.4 Dissolution. The PTCDDPA may be dissolved only with authorization by its Board given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the members in attendance at a special meeting called for that purpose. Upon dissolution, all remaining assets of the PTCDDPA, after payment in full of all debts and final expenses, shall be distributed in accordance with Sections 11.1 and 11.2 above.

ARTICLE 12

INDEMNIFICATION AND INSURANCE

The officers and directors of PTCDDPA shall be indemnified in all actions and inactions related to PTCDDPA to the extent permitted by law. PTCDDPA shall maintain general comprehensive liability insurance and directors' and officers' liability insurance as approved by the Board of Directors.

ARTICLE 13

RIGHT TO INSPECT RECORDS

- 13.1 Right to Inspect Records. In accordance with O.C.G.A. §14-3-1602, members of the Board and PTCDPA members shall have the right to inspect the official books and records of the Association, if the member gives the corporation written notice or a written demand at least five business days before the date on which the member wishes to inspect and copy the books and/or records. Correspondence to and from members, including notices of violations of Dog Park and reference to such actions in minutes shall not be available for inspection except by approval of the Board. The PTCDPA website will be the primary vehicle to publish official PTCDPA documents as well as information for members and interested parties on general business activity. Membership list shall only be produced in accordance with O.C.G.A. §14-3-1605.
- 13.2 How Requests Made. Requests to inspect records shall be made to the Secretary clearly stating the person requesting to view the records and the reason therefore. Records shall be made available for inspection beginning on the 5th business day after the request is received by PTCDPA.
- 13.3 Charges. The Board may require the person seeking to inspect records to pay for the time in assembling and copying records at a rate not to exceed \$20.00 per hour.
- 13.4 Right to Copy. The right of inspection includes the right to make copies or extracts at the expense of the person requesting copies. The Secretary may charge a fee based upon the cost per copy generally charged by commercial copiers which shall be in addition to any fee charged for the time involved as set by the Board.

These Amended By-Laws were approved and adopted at a duly convened meeting of the PTCDDPA Board of Directors on May 10, 2021.


Anne S. Myers, President


Bryant Goss, Vice-President


Maureen Kuebler Treasurer


Rita Wilkinson, Secretary


Susan Acosta. Member-at-Large