

**CONSTITUTION AND BY - LAWS**  
**OF THE**  
**Boeing Employees' Dog Owners Group**

Preamble: We, the members of the Boeing Employees' Dog Owners Group, do organize for the mutual recreation and pleasure in Dog Activities.

**CONSTITUTION**

**ARTICLE I            NAME**

Section 1 We shall be known as  
**Boeing Employees' Dog Owners Group**  
**(BEDOG)**

**ARTICLE II           MEMBERSHIP**

Section 1 Membership shall be open to the following without regard to race, color, sex, age, religion, national origin, status as a disabled or Vietnam era veteran or the presence of a disability.

- a. Boeing employees and retirees.
- b. Spouse and eligible dependent children (as defined by the IRS) and domestic partners as defined by The Boeing Company of Boeing employees and retirees.
- c. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company, their spouse and dependents.
- d. Certain limitations may be imposed by the company on participation for other than company employees based on available staff, facilities and budgets.

Section 2 Annual dues shall be established by the Executive Board on a year-to-year basis and subject to approval by the membership.

Section 3 Membership Categories

There shall be two types of membership – “Training” (non-voting) membership and “Full” (voting) membership. People who wish to utilize the club’s dog training opportunities only may join as a Training member without voting privileges (and generally pay a lower membership fee), whereas people who wish to become actively involved in club operations may join as a Full member and have voting privileges in club affairs. Only Full members will be counted for quorum requirements.

a. Individual: (Either Training or Full)

- 1) Eligibility requirements Section 1

Only the individual is a member of the club.

b. Family: (Either Training or Full)

- 1) Eligibility requirements Section 1

If you are the spouse or the dependent of a Boeing employee or retiree, then a Family membership is required for you to be a member of the club. The Boeing employee or retiree is required to join with a Family membership.

2) A Full family membership shall entitle up to two persons, over 16 years of age, listed on the Release and Indemnity Agreement on file, to vote.

Section 4 Annual dues cover the time period of January 1 through December 31. Members with unpaid dues after March 1 will be dropped from the membership roster.

Section 5 New members joining prior to December 1 shall pay a full year dues when joining and then owe dues again on January 1 the following year. New members joining on or after December 1 shall pay a full year dues when joining, but will be considered paid up through the following year.

Section 6 All members shall sign a Release and Indemnity Agreement as a condition of membership, annually.

Section 7 An "Active member" has dues paid for the current year and a current Release and Indemnity Agreement on file.

### **ARTICLE III OFFICERS**

Section 1 The officers of the Boeing Employees Dog Owners Group shall consist of a President, Vice President, Facilities Vice President, Secretary and Treasurer. The Treasurer of the BEDOG Executive Board must be an active Boeing employee member. Candidates for the positions of President, Vice-President, Facilities Vice-President, and Secretary of the Executive Board may be an active Boeing employee member or an active retiree member of the Boeing Company.

### **ARTICLE IV DUTIES OF OFFICERS**

Section 1 President shall:

- a. Preside at all business meetings.
- b. Be chairperson of the Executive Board.
- c. Call extra business meetings, appoint committees not otherwise provided for and fill protem vacancies as specified.
- d. Perform such other duties as the office may require.
- e. Perform the duties of the Vice President in their absence.
- f. Review the monthly bank statement with the treasurer.

Section 2 Vice President shall:

- a. Oversee and coordinate the efforts of all major committees.
- b. Perform the duties of the President in their absence.

Section 3 Facilities Vice President shall:

- a. Oversee and coordinate the acquisition, inventory, maintenance, and disposition of all BEDOG facilities and equipment. Perform the duties of the President in the absence of the President, Vice President, Secretary and Treasurer

Section 4 Secretary shall:

- a. Keep minutes of all Executive Board and other business meetings.
- b. Maintain an up-to-date roster of members.
- c. Notify members of all club meetings as specified.
- d. Maintain all required documents of the club.
- e. Perform the duties of the President in the absence of the President and the Vice President.

Section 6 Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Executive Board.
- c. Disbursements shall be made by check only. A checking account will be set up and no check will be honored by the bank for payment unless signed by the Treasurer or the President for amounts under \$600. For amounts \$600 and greater, the checks must be signed by the Treasurer or President, and countersigned by one other elected officer of the organization.
- d. Maintain accounts and render monthly financial statements of the organization.
- e. All financial records shall meet specifications set by Boeing Recreation.
- f. Review the monthly bank statement with the President.
- g. Review the financial records with an officer or club member upon request.
- h. Perform the duties of the President in the absence the President, Vice President, and Secretary.

Section 7 The Boeing Company shall provide a Recreation Advisor who shall serve as an ex-officio member of the Executive Board.

## **ARTICLE V ELECTION OF OFFICERS**

Section 1 The offices of President, Facilities Vice President, Vice President, Secretary, and Treasurer shall be filled by election at the first regular meeting in November, & the officers' terms start January 1<sup>st</sup> following the election.

Section 2 Nominations for officers of the organization shall be made by a three-person Nominating Committee appointed by the President at the October meeting. Nominations may also be made from the floor at the October meeting.

They shall present a list of nominations to the organization to be voted upon at the first regular meeting in November.

Section 3 No person is eligible to hold office that is not a dues paying member of the organization.

Section 4 No member is eligible to hold more than one elective office at a time or be retained in office more than two successive term limits. The length of a term is defined as: twelve months.

Section 5 Only one member of a family, the active Boeing employee or Boeing retiree at a time is eligible to hold the office of President, Vice-President(s), Secretary(ies), or Treasurer.

Section 6 All elections shall be by secret ballot. Members who are unable to attend the November meeting may request an absentee ballot from the Nominating Chairperson at least 5 days before the November meeting date, and the ballot must be returned to the Nominating Chairperson by at least the day before the November meeting so the ballot may be counted along with the regular secret ballots taken at the November meeting.

Section 7 Office vacancies of the President, Vice-President(s), Secretary and Treasurer must be filled within 60 days of vacancy either by appointment by the board or special election.

Section 8 Special elections to fill office vacancies shall be called for by the President, and may be held at any time.

Section 9 Only members in good standing are eligible to vote in the election of officers.

Section 10 No officer or trustee shall receive any salary or wages by reason of office.

## **ARTICLE VI COMMITTEES AND BOARDS**

Section 1 There shall be an Executive Board, and such committees as are deemed necessary by the Executive Board for the smooth running of the club

Section 2 Executive Board

- a. The President, Vice President, Facilities Vice President, Secretary, and Treasurer, shall constitute this Board.
- b. The Executive Board shall decide on all expenditures, (except that all non-budgeted expenditures over \$500 require membership majority approval at a regular meeting); approve the promotion of activities; approve the establishment of committees; approve the costs, fees and reimbursement structures for classes and all Special Events (based on recommendations from committee chairpersons); and be responsible for the general government of the organization.
- c. The Executive Board shall meet monthly.
- d. The Executive Board shall establish policies and Standard Operating Procedures to govern daily operations. These may be changed by majority vote of the board or by majority vote of the membership at a regular meeting.

Section 3 Committees

- a. BEDOG shall have a minimum of three major committees. They shall be:
  - Training Committee
  - Special Events Committee

## Club Communications Committee

Additions or deletions to this list of committees will be made by the Executive Board based on the needs of the membership.

- a. Each of the major committees shall arrange for the activities within their discipline or area of interest. They shall consist of a Chairperson, appointed by the President, with Executive board approval, and up to 3 members appointed by the Chairperson. The Chairperson must be an active (regular or retiree) member. The Chairperson will recommend to the Executive Board for their approval, any costs, fees or reimbursements appropriate for that activity.
- c. Sub-committees to the major committees may be formed at any time to carry out the various phases of the club activities. The Sub-committee Chairpersons are appointed by the President and approved by the Executive Board. The Subcommittee Chairpersons will appoint their members and the subcommittee Chairpersons and the members have to be active regular or retiree members.

## **ARTICLE VII MEETINGS**

- Section 1 Regular meetings shall be held once a month on a date and at a time determined by the Executive Board. Club members shall be given at least 14 days notice of any club meeting.
- Section 2 Special meetings may be called at any time as determined by the President. Special meetings may also be called by petition of at least 20 percent of the current active membership, such petition to be presented to the Executive Board at least 10 days before the proposed Special meeting.
- Section 3 All meetings will be conducted in compliance with Roberts Rules of Order.

## **ARTICLE VIII AMENDMENTS**

- Section 1 This constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization. The proposal shall be received and acted upon at the next succeeding regular meeting of the organization at which there shall be a quorum present. Amendments may be acted upon at the announced meeting or by mail ballot. The President, with the Executive Board's approval, shall decide whether the vote shall be at the announced meeting or by mail ballot. If a mail ballot is chosen, the timeframes for membership notification and delivery and return of the mail ballots will be set by the President and approved by the Executive Board and will assure reasonable access to the voting process by the membership.
- Section 2 Amendments may be acted upon at the announced meeting or by mail ballot. A two-thirds majority of the members present at the meeting or responding by mail ballot shall be required to adopt an amendment.
- Section 3 Written notice of the meeting shall be given three weeks prior to the meeting at which the amendment is voted upon.

Section 4

All proposed amendments to this constitution and by-laws shall be submitted to Boeing Recreation for clearance before a vote by the membership.

## BY-LAWS

### ARTICLE I QUORUM

Section 1 A quorum shall consist of ten percent of the paid "Full" (voting) membership.

### ARTICLE II GENERAL PROVISIONS

Section 1 Property or equipment purchased by BEDOG with BEDOG funds shall be considered club property and not the property of any individual member or group of members.

- a. As Club property it may be entrusted to the custodial care of Boeing Recreation.
- b. In the event of BEDOG disbanding, club property shall revert to Boeing Recreation, to be handled in a suitable manner.

Section 2 Acquisition of any property, real, personal, or interest therein, in excess of \$1,000 valuation, shall receive approval by Boeing Recreation as submitted in the Budget Forecast.

- a. Real property shall be defined as land or buildings.
- b. Personal property shall be defined as any property which is movable (i.e., table, chairs, band saw, computer, etc.).
- c. Interest therein property shall be defined as that property which is leased or rented.

Section 3 The fiscal year for BEDOG shall be from January 1st to December 31st, inclusive. All budgeting and financial accounting shall be rendered on this basis.

Print Name: James F. Brennan Sign Name: \_\_\_\_\_ Date: 02/20/06  
Club President

Print Name: Ollie Badmus Sign Name: \_\_\_\_\_ Date: 02/22/06  
Recreation Staff  
The Boeing Company