

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC. CONSTITUTION AND BY-LAWS

ARTICLE I – NAME OF CLUB

The name of the club shall be: **NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC**

ARTICLE II – MISSION STATEMENT

The purpose of the Club shall be to promote and support a small balanced Nigerian Dwarf Goat while maintaining the necessary emphasis on the productive, dairy type miniature goat in the State of Florida; to engage in activities that promote the Nigerian Dwarf Goat; to educate the public as to the value of all phases of goat husbandry and to foster the study of goats and caprine products in schools of higher learning and promote caprine products knowledge; to promote close fellowship amount the members of the organization through meetings, conferences, and correspondence, to encourage the interchange of helpful ideas, and to promote the interests and make possible protection of all members ingood standing, to promote and encourage the exhibition of the Nigerian Dwarf Goat in the State of Florida.

ARTICLE III – NOT FOR PROFIT

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC., shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the association shall insure to the benefit of any member of individual.

ARTICLE IV – HEADQUARTERS

The headquarters of the **NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC.**, shall be where the President of the Club resides or shall designate.

ARTICLE V: OFFICERS AND DIRECTORS

SECTION 1: The Board of Directors of the organization shall consist of adult representatives elected annually by the membership. All Officers and Directors must be members in good standing in the organization. The officers consisting of the President, Vice President, Secretary, and Treasurer shall serve in their respective capacities in regard to the Organization and Board of Directors. The Board of Directors shall have general supervision over the affairs of the organization, shall direct its policies andshall control procurement, custody and expenditures of the organization’s funds.

SECTION 2: The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and three (3) to five (5) Directors.

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC. CONSTITUTION AND BY-LAWS

ARTICLE VI – DUTIES OF OFFICERS AND DIRECTORS

Officers and Directors are required to attend all meetings either in person or online.. In the event that more than three (3) meetings are missed consecutively without good cause, than that officer or director could be replaced.

PRESIDENT:

1. The President shall preside at all General and Board of Director meetings.
2. The President shall make all efforts to keep the club moving forward.
3. Adhere to Job Description adopted by this organization

VICE PRESIDENT:

1. The Vice President shall assist the President and shall assume the duties of the President in his or her absence.
2. The Vice President shall oversee all committee chairpersons
3. Adhere to Job Description adopted by this organization.

SECRETARY:

1. The Secretary shall keep correct and impartial records of all meetings and read same at next meeting of the organization. The Minutes of meetings of the organization are of historical importance and must be preserved accordingly.
2. Keep an accurate roster of the names and addresses of the membership
3. Adhere to Job Description adopted by this organization.

TREASURER:

1. The Treasurer shall keep record of members and addresses and their dues accounts.
2. Handle all funds and pay all bills after being duly passed on by the organization.
3. Keep an itemized accounting of the income and expenses of the Club and keep a record of said accounting for IRS purposes.
4. Adhere to Job Description adopted by the organization.

SECRETARY/TREASURER:

1. The offices of Secretary and Treasurer may be combined if needed.
2. The Secretary/Treasurer will have all the duties of both positions
1. Adhere to Job Description adopted by the organization

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC. CONSTITUTION AND BY-LAWS

DIRECTORS:

1. Oversee Officers of the Organization in an advisory capacity
2. With all four (4) Officers make up the Executive Board which handles all urgent business between regular meetings.
3. Represent and account to the membership
4. Adhere to Job Description adopted by the organization.

ARTICLE VII – MEMBERSHIP

SECTION 1: The **NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC.**, reserves the right to terminate or refuse membership to any individual, farm, or group upon sufficient evidence presented to the Board of Directors that the individual, farm, or group's membership would be a detriment to the organization. Such a determination would be made by majority rule of the Officers and Directors.

SECTION 2: There shall be two classes of membership, to-wit:

1. Individual/Family - One voting privilege
2. Youth (under age 18) No voting privileges

ARTICLE VIII – CLUB YEAR

The fiscal year of the club shall be from January 1 of each year and ending on December 31 of each year.

***ROBERT'S RULES OF ORDER SHALL GOVERN ALL MEETINGS UNLESS
OTHERWISE SPECIFIED FOR IN THE BYLAWS.***

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC STANDING RULES

The Executive Board shall from time to time establish, amend, and rescind standing rules. They may be adopted without previous notice by a majority vote at any business meeting. However, no standing rule is in order if it conflicts with the By-Laws of the organization.

SECTION A: DUES AND FEES

1. The annual dues for membership in this organization shall be as follows:
 - a) Individual/Family/Farm Membership \$30
 - b) Youth Membership \$10
2. Annual dues shall be due on January 1st of each year. Membership will lapse if not paid by February 1st. Memberships expire on December 31st.
3. The Budget Committee shall be responsible for preparing the budget and presenting it to the general membership prior to any funds being spent each year.

SECTION B: MEETINGS AND FUNCTIONS

1. A minimum of four (4) general membership meetings, including the Annual Meeting, will be held each year at locations determined by the Executive Board.
2. The Annual Meeting will be held in December.
3. All verbal reports by officers or chairpersons must be accompanied by a written report. All written reports must be copies to quorum standards so there are copies available for all.
4. The President has the authority to sign contracts with the authorization of the Executive Board. The signatures on ALL written contracts should read as follows:

*“Nigerian Dwarf Goat Club of Florida,
Inc. by: (President’s Name), President*
5. Before additional funds for an event or purchase are allocated through a budget revision, an itemized budget for an event or purchase are allocated through a budget revision, an itemized budget for the event or purchase must be submitted to the Executive Board with the request for additional funding.
6. If spending of allotted funds goes over 10%, then an itemized budget for the event or purchase must be resubmitted to the membership before additional funds are allocated through a budget revision.
7. Spending of club funds must be for the promotion of the Nigerian Dwarf Goat or in Educational work shops of the same nature.

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC STANDING RULES

SECTION C: DISTRIBUTION OF MEMBERSHIP AND VOTING CARDS

1. Members will receive an electronic receipt from the on line membership form after all fees are collected. This will serve as their proof of membership. No cards will be issued.
2. Voting cards - no longer required. Voting to be done on line. Or, if needed a paper ballot sent to any member not able to vote electronically.

SECTION D: GUIDELINES FOR SERVICE

1. The first terms for officers and directors shall end on May 31, 2010.
2. Each elected term will be for two years with an election every two years.
3. Terms will run from January - December of the following year.
4. All Committee Chairpersons are appointed by the Executive Committee.
5. Committee members must be members in good standing, attending at least one general membership meeting per year.
6. The immediate Past President may serve as a resource guide for the following year.

SECTION E: JOB DESCRIPTION AND RESPONSIBILITY OF OFFICERS

1. The President shall:
 - a) Preside at all Executive Committee meetings as well as all General Membership meetings.
 - b) Be an ex-officio members of all committees except the nominating committee.
 - c) Appoint special committees and the temporary chairman of the nominating committee
 - d) Have authority to appoint any member of the organization to represent him/her in any of his/her committed duties whenever the need arises.
 - e) Work closely with the Executive Officers to ensure the continuity of the organization.
2. The Vice President shall:
 - a) Act as an aide to the President
 - b) Succeed to the presidency in the event a vacancy occurs in that office.
 - c) Oversee all committee chairpersons.
3. The Treasurer shall:
 - a) Have custody of all funds of the organization.
 - b) Collect and keep a full and accurate account of all monies of the organization.

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC STANDING RULES

- c) Pay out funds only as authorized by the approved budget.
- d) Present a financial statement at each meeting of the membership.
- e) Submit the books to be audited at the close of the fiscal year.
- f) Maintain an up-to-date record of all dues paid by all members
- g) Serve as chair of the Budget Committee

4. The Secretary shall:

- a) Record minutes of all meetings and post minutes in a timely manner on line at the club web site and have copies for meetings. All minutes shall be preserved for their historical importance to the club.
- b) Keep an attendance record at the Executive Committee and general membership meetings.
- c) Conduct such correspondence delegated to him/her.
- d) Keep an accurate roster of the names and addresses of the membership.

4A. Secretary/Treasurer positions can be combined if needed and perform all the duties of both positions.

5. All officers shall:

- a) Perform the duties outlined in the Standing Rules and those assigned from time to time.
- b) Deliver to their successors all official material within thirty (30) days following the meeting at which the successors are elected, with the exception of the Treasurer.
- c) Be active in the club through regular membership meetings (either in person or online) and foster the promotion of goats through educational workshops.
- d) In the event that an Officer or Director fails to attend three (3) consecutive meetings without good cause, than that Officer or Director, at the discretion of the Board of Directors can remove the officer upon a majority vote of the Board of Directors and name a successor in his or her place.

SECTION F: WORKSHOPS AND SHOWS

1. For Shows: The Executive Committee shall choose a Show Committee Chairperson. The Chairperson shall then choose the Show Committee.

- a) The location shall be determined by the show chair in conjunction with the Executive Committee
- b) Code of Ethics for Shows:
 - * Compete in a fair and ethical manner
 - * Display good sportsmanlike conduct at all times.
 - * Abide by and publicly support all positions and decisions of the Nigerian Dwarf Goat Club of Florida, Inc.
 - * Exercise discretion, sensitivity, and sound judgment in accordance with the Organization's Code of Ethics
- c) Disciplinary Action:

Any disputes will be decided by a majority (3/4) vote of the Show Chairperson and Executive Committee.

2. All Workshops need to be approved by the Executive Committee.

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC STANDING RULES

SECTION G : ELECTRONIC MEETINGS

1. The Board of Director meetings & General meetings may be done on line.
2. The Secretary shall take minutes of electronic meetings available to the membership.

SECTION H: COMMITTEES

1. The following Committees shall be Standing Committees:

- a) Show Committee
- b) Membership Committee
- c) Workshops and Education Committee
- d) Youth Activities Committee
- e) Ethics Committee
- f) Newsletter and Communications Committee
- g) Ways and Means Committee (Fund raising, etc)

2. The following Committees are Year Round Committees:

- a) Budget and Finance Committee
- b) Audit Committee
- c) Nominating Committee

3. Ad Hoc Committees:

The President can appoint an ad hoc committee at any time at his or her discretion.

SECTION I: MEMBERSHIP

1. Membership dues are to be mailed directly to the Treasurer if not paid through the on line application..
Membership Dues are due by January 1 of each year. If dues are not received by February 1, the membership will be considered as “lapsed”.
2. The Treasurer will deposit the monies and forward all membership applications to the Secretary.
3. The Secretary shall compile and maintain an accurate membership list.
4. The Secretary shall compile an accurate membership directory annually.

NIGERIAN DWARF GOAT CLUB OF FLORIDA, INC STANDING RULES

SECTION J: NOMINATIONS AND ELECTIONS

1. Nominating Process:

- a) Nominations for officers shall be made by a nominating committee consisting of at least two (2) members of the voting membership with at least one (1) alternate who have actively serviced for one (1) year minimum.
- b) The committee shall be elected by a ballot of the Executive Committee
- c) The nominating committee shall send the list of nominees to the members of the Executive Board at least sixty (60) days before the annual election. The consent of the candidates must be obtained before their name is placed on the ballot. Write in candidates will be allowed provided the consent of each candidate has been obtained before their name is placed in nomination. The committee shall provide a list of candidates to the newsletter editor for publication prior to election.
- d) The nominating committee shall solicit persons interested in standing committee chairmanships and recommend persons to the Executive Committee.
- f) Elections shall be held in October/November every two years.

2. A Vacancy occurring in any office shall be filled for the unexpired terms by a person elected by a majority vote of the remaining members of the Executive Board. In case a vacancy occurs in the office of the President, the Vice President will come forth and fill this position.

SECTION K: MEETINGS

1. The Annual Meeting shall be held in December of each year for the purpose of reporting the club activities for the past year.

2. General Membership Meetings

- a) There will be a minimum of four (4) general membership meetings in each year. This includes the Annual Meeting.