

SCOOP Guidelines

Mission

The Sun City Organization of Pooches (SCOOP) has been established to offer dog lovers/guardians the opportunity to communicate and socialize with others who have like interests, to support organizations which care for the welfare of dogs, to sponsor activities and programs that are geared to the enjoyment and education of SCOOP members along with their dogs.

Membership

- Membership is restricted to SCLH residents only. Dues are currently set at \$12 per household per year payable to SCOOP by January 31. Dues may be changed at the discretion of the Steering Committee.

Steering Committee Composition

- 2 Co-Leaders – to serve as contacts with SCLH and elected for two year term
- Candidates to serve as co-leaders will be solicited from the general membership by Steering Committee, self nomination or a nominating sub committee
- 1 Treasurer – semi-annual reports to SCLH (appointed by co-leaders)
- 1 Membership – (appointed by co-leaders)
- 1 Recording Secretary – Records minutes of committee and general meetings (appointed by co-leaders)

Steering Committee Duties

The purpose of the Steering Committee will be to:

1. Provide overall leadership and guidance to SCOOP in line with the Mission Statement, members' interests, and conformance to the SCLH governing rules
2. Provide fiduciary oversight
3. Insure effective communications with members
4. Insure that voting and any event or program conforms to SCOOP guidelines and the best interests of SCOOP
5. Steering Committee shall meet once per quarter. The meeting is open to the general membership. A meeting may coincide with a special event (Christmas Party, etc.)
6. Select a nominating committee and schedule election of co-leaders.

Steering Committee members who are unable or unwilling to perform their assigned duties may be removed from the committee by a simple majority vote of the committee.

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Sub-Committees

Members wishing to sponsor a program or event must have a plan, including a budget, and enough named volunteers to staff the program/event prior to presenting it to the Steering Committee for approval to proceed.

Depending on interest, dedicated volunteers and budget, Sub-Committees may be formed, with the approval of the Steering Committee, to sponsor ongoing events or programs. The number of Sub-Committees are only limited by the participation and interest of members. Sub-Committees will be periodically reviewed by the Steering Committee and maybe dissolved if it is found to be understaffed, outside the budget or not within the mission of SCOOP.

All expenses to be reimbursed by SCOOP must be approved by the Steering Committee prior to incurring the expense.

Communications

Primary method of communicating with SCOOP membership will be the SCOOP web site and e-mail;

WWW.SCLH-SCOOP.com

Email address: to be determined

Alternate arrangements will be made for those who do not have access.

Voting

All voting for co-leaders and changes to the guidelines will be done via e-mail or the SCOOP web site; arrangements will be made to mail those who do not have access. A minimum of 25% of the club membership must return ballots for an election to be valid. A majority of those members returning ballots will decide the election.

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Financial

- Dues are set at \$12 per household per year payable to SCOOP by January 31
- Both co-leaders and the treasurer are authorized to sign checks
- Expenses over \$25 must be approved by a majority of the Steering Committee
- Expenses over \$200 must have two authorized signatures on the check
- At the end of the calendar year, account balances deemed in excess of what is needed for ongoing SCOOP expenses may be donated to organizations that support the welfare and care of dogs.

Filling a Vacancy

Should one of the elected co-leaders resign, candidates will be solicited from the general membership. A candidate will be selected and appointed to serve a term not to exceed one year. An election to fill the position is necessary after one year.

Changes to Guidelines

All changes to these guidelines must first be approved by the Steering Committee and then submitted to the general membership for a vote. See **Voting**