

#### **A. President**

The President shall preside over all Executive Committee meetings and General Public Meetings. The President shall put forth a meeting agenda to the Executive Committee Officers via email in advance of the meeting date. The President facilitates discussion and flow of ideas and information to all committees and members and shall work closely with the City of Omaha, and surrounding Municipalities, forwarding all recommendations and actions for consideration and approval. The President shall maintain a working knowledge of significant trends and developments in dog parks. The President shall represent the organization to agencies, organizations and the general public. The President shall maintain a climate that attracts, keeps, and motivates a diverse group of top-quality volunteers. The President shall chair the Planning, Design, Development, Rules and Regulations Committee.

#### **B. Vice-President**

The Vice-President shall assist the President in all committee activities and shall preside at meetings in the President's absence. The Vice-President will coordinate, research, and submit all grant applications and pursue corporate matching programs. The Vice-President shall cultivate relationships with vendors, rescue groups, humane societies, and pet supply stores, among other dog-friendly organizations. The Vice-President shall ensure that ODPa goals are articulated to donors and members in a clear, approachable fashion. The Vice-President shall chair the Grant-Writing committee.

#### **C. Treasurer**

The Treasurer must have accounting and banking experience, as he/she is responsible for the completion of the ODPa annual 990 Form for non-profit organizations. The Treasurer shall receive and keep track of all monies from events, donations, and purchases. The Treasurer shall report on the ODPa funds at each General Public Meeting. All monetary requests must go through the Treasurer and be approved by the Executive Committee. The Treasurer shall check the post office box regularly, pay all organizational bills, obtain change for events, calculate sales tax on any and all sales, complete the annual Nebraska/Federal sales tax returns, check the PayPal account, and transfer funds to the ODPa checking account jointly with a designated member of the Executive Committee. The Treasurer shall chair the Finance Committee.

#### **D. Secretary**

The Secretary shall organize and collect all Committee business information, keep records, take attendance and keep/present minutes of the Executive Committee Meetings, the General Public Meetings, and any special/additional meetings, and keep member rosters. In the event that the Secretary cannot attend an Executive Committee meeting or a General Public Meeting, he/she is required to notify the Vice-President so that the Vice-President can handle the Secretarial duties for that meeting. The Secretary shall preside at meetings in the President and Vice-President's absence. The Secretary shall send meeting minutes to the Executive Committee via email for approval within forty-eight (48) hours of the meeting date, the Executive Committee shall then have forty-eight (48) hours to approve/dispute the minutes. The Secretary shall then send notes and approved minutes to the Public Information Officer to be posted on the ODPa website. The Secretary shall maintain the membership directory, maintain a list of media contacts, and pursue announcements and press releases in all media types. The Secretary shall keep all ODPa files, including any charter or bylaws and shall see that each member of the Executive Committee receives a copy of the bylaws. The Secretary shall be responsible for the recruitment and release of all general member volunteers and encourage volunteer development and education. The Secretary shall chair the fundraising committee and shall oversee all

fundraising efforts, including but not limited to ODPAs events, donation jars, and information/awareness booths at community events.

**E. Public Information Officer**

The Public Information Officer, hereafter known as PIO, shall keep the public informed of all meetings, events and activities of the ODPAs. The PIO shall be visible and available, and will be the first to respond to any emailed questions raised by the public in our community or other communities interested in creating dog parks. The PIO will do mailings, post emails, be the moderator and oversee social media outlets, send notices for all meetings and events, and maintain and enhance the ODPAs website and the ODPAs email accounts. A designated member of the Executive Committee shall also have access to the social media outlets, the ODPAs website, and the ODPAs email accounts. The PIO shall publicize the activities of the organization, its programs, and its goals. The PIO shall manage, in close cooperation with the other Officers, the coordination of all radio, newspaper, television, and Internet promotions.

**F. Members-at-Large**

Each year, up to three (3) Members-at-Large shall be elected for a term of one (1) year. The Members-at-Large will be relied upon to represent the general public’s interests/opinions and to contribute their knowledge and skills in improving Omaha Metro Area’s dog parks.

**Article V – Executive Committee Terms & Elections**

**A. Terms of Office**

There will not be a limit on how many terms an individual can remain in Office as long as the individual continues to be voted into Office and remains in good standing. The length of the terms of office and the years for re-election are as follows:

<b>Office</b>	<b>Term Length</b>	<b>Election Years</b>
President	2	Odd years
Vice-President	2	Even years
Treasurer	2	Even years
Secretary	2	Odd years
PIO	2	Even years
Members-at-Large	1	Every year

It should be noted that the elections are held in November for a term of Office that begins in January of the following year (i.e. election in November of 2007 with the term of Office starting in January 2008).

**B. Nominations**

Nominations will be taken beginning at the General Public Meeting in August until the election is held at the General Public meeting in November. All nominations must be received in person at the August or November General Public Meeting, or via the ODPAs website no less than twenty-four (24) hours prior to

the election. To be eligible for nomination, a candidate must be either a member of the Executive Committee or a General Member. All nominees must be in good standing as defined earlier in Article II, Section B and Article IV.

**C. Elections**

Elections are open to the public. Executive Committee Officers not up for election and General Members in good standing are eligible to vote. The election shall be held at the November General Public Meeting and nominees must be present to be elected. The election will be determined by a majority vote of the eligible voters and will be formally approved by the Executive Committee. The Executive Committee can disapprove any elected person and put the Office up for re-election. All votes shall be cast by ballot and then collected/tallied by the Secretary during even year elections and the Vice-President during odd year elections.