

# **CHICAGOLAND DOCKDOGS CLUB**

www.chicagolanddockdogs.com

## **CONSTITUTION and BYLAWS**

*Rev - October 2011*

### **CONSTITUTION**

#### **Article I. Name and Objects**

##### **Section 1: Name**

The name of the club shall be "Chicagoland DockDogs Club" and hereafter in this document will be referred to as the "Club" and references will be capitalized.

##### **Section 2: Objects**

The objects of the Club shall be:

- 1) To support the governing body of sanctioned dock jumping events, DockDogs.
- 2) To promote and conduct sanctioned DockDogs events on a yearly basis under the rules of DockDogs Worldwide Organization.
- 3) To support the sport of dog dock jumping.
- 4) To educate the members and the public about the sport of dock jumping.
- 5) To conduct training sessions and informal and formal events associated with dog activities.
- 6) To protect and advance the interests of dog activities by encouraging safety, sportsmanlike competition, and responsible dog ownership.
- 7) To promote happy and fun dog activities.
- 8) To maintain financial stability to ensure the continuation of the Club and its capabilities.
- 9) To serve the best interests of the Club's members as they relate to the sport of dock jumping.

##### **Section 3:**

The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall serve to the benefit of any member or individual.

##### **Section 4**

Elected, and / or appointed, Officers, and / or Board Members, and / or members of the Club, shall adopt and may, from time-to-time, revise such bylaws pursuant to the procedure set forth in Article XI of the bylaws, as may be required to carry out the above objectives.

# **BYLAWS**

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## **Article I: Membership**

### **Section 1: Eligibility**

Membership shall be open to all persons who support the purposes of the Club and who are in good standing with both the Club and DockDogs Worldwide, and who are interested in promoting the sport of DockDogs. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of participants living in the greater Chicago metropolitan area.

Membership is established by submitting a membership application, receiving membership approval and paying dues.

There are several types of membership open to all persons 18 years of age and older who subscribe to the purposes of this Club.

#### *Description of Memberships:*

*Charter Membership:* Open to all members who helped form the Club, whether they actively attended any of the meetings prior to the application for affiliation, or worked behind the scenes to support the efforts of the Club. Each Charter Member is entitled to one (1) vote. They are entitled to participation in all Club events without requirement of dues (see Appendix II).

*General Membership:* Open to all persons 18 years of age and older. Each General Member is entitled to one (1) vote.

*Household Membership:* consisting of more than 1 member of a given family residing in the same household, whether it is a spouse, significant other, dependent or child under the age of 18. Adult Household Members are entitled to voting rights and all Household Members are entitled to participate in all Club events. Each household is allowed a maximum of two (2) total votes if more than one Household Member is at least 18 years of age.

*Honorary Membership:* Open to any individual who has served the Club in a significant way, and whom the Board and membership chooses to recognize by designating as an Honorary Member by majority vote of the Board. An Honorary Member is not entitled to vote or hold office. No dues shall be required of an Honorary Member.

### **Section 2: Dues**

Membership dues shall not exceed an amount designated by the Board per year, payable on or before November 1 of each year. No member may vote whose dues are not paid for the current year. Each October, the Membership Coordinator shall send each member a statement of dues for the ensuing year.

### **Section 3: Good Standing**

Membership in good standing requires that dues be fully paid. *If any membership payment is in arrears over 30 days, that membership shall be terminated.* Payment of dues will reinstate the membership. Any privileges lost while a membership is in arrears, such as voting on issues presented to the membership or Board for a vote, during that period, will not be granted.

### **Section 4: Election to Membership**

Each applicant for membership shall apply on a form as approved by the Club Board and which shall provide that the applicant agrees to abide by the Constitution and Bylaws and the Rules and Regulations of the Club. The application shall state the name and contact information of the applicant. Accompanying the application, the prospective member shall submit dues payment for the current year. It will be at the Board of Directors discretion if circumstances warrant alternative dues.

The application will be reviewed by a Board Member(s) and approval or rejection will be conveyed to the applicant. Applicants for membership who have been rejected by the Club's Officers and/or Board Members may not reapply within six months after such rejection. Membership shall not be discriminated against on the basis of race, color, nationality, sex, religion, sexual orientation, or on the basis of the breed, size of dog, neutered / intact status, or mixed breeding of any member's dog. The Board must report to the membership on a quarterly basis the number of applications that have been rejected.

### **Section 5: Rules and Regulations**

All members must follow the Rules and Regulations of the Club.

Failure to abide by the Rules and Regulations can result in disciplinary action and/or expulsion as provided in the Discipline section of this Constitution and Bylaws.

### **Section 6: Termination of Membership**

Memberships may be terminated, without refund of paid dues or any other contributions unless determined otherwise by the Board, by the following processes:

- 1) Resignation. Except when in debt to the Club, any member may resign by giving written notice to the Secretary.
- 2) Lapsing. A membership shall be lapsed and automatically terminated if a member's dues remain unpaid 30 days after the date on which dues are due. The Board may grant an extension with sufficient cause for a group or individual as deemed appropriate.
- 3) Expulsion. A membership may be terminated by expulsion as provided in the Discipline section of these Bylaws.

## **Article II: Meetings and Voting**

### **Section 1: General Club Meetings**

Meetings of the Club shall be held annually. The Club meetings will be held via teleconference, Internet, or in person within the greater ChicagoLand metropolitan area at such hour and place as may be designated by the Board. Notice of each such meeting shall be e-mailed by the Secretary to the membership of the Club no less than 10 days prior to the date of the meeting.

The quorum required for such meetings shall be: those present at the meeting and at least two Officers of the Board.

### **Section 2: Special Club Meetings**

Special Club meetings to discuss extraordinary circumstances may be called by the President or by a majority vote of the members of the Board of Directors who are in good standing. Notification by e-mail of such a meeting shall be sent to the membership of the Club by the Secretary at least 5 days prior to the meeting date, and shall include a statement of the extraordinary circumstances to be discussed. No other Club business may be transacted at that meeting.

The quorum required for such meetings shall be: those present at the meeting, and at least two Officers of the Board.

### **Section 3: Board of Director Meetings**

Meetings of the Board of Directors shall be held at least six times a year. The Board of Director meetings will be held via teleconference, Internet, or in person within the greater ChicagoLand metropolitan area at such hour and place as may be designated by the Board. Notice of each such meeting shall be e-mailed to the Board by the Secretary no less than 5 days prior to the date of the meeting. The quorum required for such meetings shall be 50% of the voting Board members. Any member in good standing is welcome to attend a Board Meeting, and may submit a written request for any agenda item they would like to discuss with 48 hours advance notice. Secretary will send out meeting notices.

### **Section 4: Special Board of Director Meetings**

Special meetings of the Board of Directors to discuss extraordinary circumstances may be called by the President; or shall be called by the Secretary upon receipt of a written request of at least three members of the Board. The Secretary shall e-mail notification of such meeting to Board members at least 5 days before the date of the meeting. Any such notice shall include a statement of the extraordinary circumstances to be discussed. No other Club business may be transacted at that meeting. The quorum required for such meetings shall be 50% of the voting Board members.

### **Section 5: Proxy Voting**

Proxy voting will not be permitted at any Club meeting or election.

## **Section 6: Meeting Notification**

The means of meeting notification will be via e-mail. If a member should require an alternate means of notification, that member shall request a reasonable alternate notification means from the Club Secretary. The Secretary shall have the right to deny such request if deemed unreasonable by a majority of the Board..

## **Article III: Directors and Officers**

### **Section 1: Board of Directors**

The Board shall be comprised of at least four Officers and three other persons, all of whom shall be members in good standing.

One person may not hold the same position for more than two consecutive terms. Director positions with the same term duration will be considered the same position.

### **Section 2: Duties of members of the Board of Directors**

Members of the Board of Directors shall attend at least 75% of Board of Director Meetings and actively participate in the business of the Club. If members of the Board do not comply with the participation requirement, they may be removed based on Article IV, Removal of Officers and Directors.

Members of the Board will conduct themselves with respect, integrity and in the best interests of the Club at all DockDogs events and meetings.

### **Section 3: Expansion, Downsizing**

The Board may add additional members of the Board of Directors as deemed necessary to accommodate for Club growth and expansion. Additional members of the Board of Directors will be appointed with a majority vote of the current Board.

New members of the Board of Directors are to be added in groups of two (2) so that an odd number of total members of the Board of Directors may be retained. Amendment to the Bylaws including the election terms and stated quantity of members of the Board of Directors must be adjusted and approved according to these Bylaws. By the same process, the Board may also "downsize" if deemed necessary by identifying positions that will not be renewed after the current term expires provided the reduction can retain the odd number of total members of the Board of Directors.

### **Section 4: Conflict of Interest**

An active member of the Board must receive approval by majority vote of the Board in order to compete in, or participate by sales, profit, membership, or sponsorship of, an event, demonstration or organized activity of any dock jumping not sanctioned by DockDogs or an affiliated DockDogs club.

Active members of the Board shall not serve on the board of another DockDogs affiliated club but may retain membership in another DockDogs club.

Active members of the Board of Directors shall represent the Club at all DockDogs-sanctioned events where declaration is required.

## **Article IV: Removal of Officers and Directors**

If an Officer or Director fails to fulfill the duties of his or her office as set forth in these Bylaws, the other members of the Board may notify that Officer or Director in writing of such non-performance. If the Officer or Director continues to fail to fulfill the duties of the position, the other members of the Board, by majority vote, may remove that Officer or Director and appoint a replacement.

## **Article V: Officers**

### **Section 1: Officers' Terms**

The Club's officers shall be the President, Vice President, Secretary, and Treasurer. Officers shall be elected to 2-years terms by the members. The President and Treasurer shall be elected in even years, and the Vice President and Secretary shall be elected in odd years.

### **Section 2: Duties and Powers of Officers**

- 1) President
  - a) Presides at all Board and Member Regular and Special Meetings and shall represent the Club at those occasions that require representation.
  - b) May call regular and special meetings as needed.
  - c) May preside as chair of any or all committees or may appoint the chair of such committees.
  - d) Shall exercise supervision over both the Board and the general membership as a body, to ensure that both are functioning in accordance with these Bylaws.
- 2) Vice President
  - a) In case of disability or absence of the President, the Vice-President shall perform the duties of the President.
- 3) Secretary
  - a) The Secretary shall: keep a record of all meetings of the Club and the Board and of all matters of which a record shall be ordered by the Club; have charge of the correspondence; notify members of meetings; notify Officers and Directors of their election to office; and carry out such other duties as are prescribed in these Bylaws.
- 4) Treasurer
  - a) The Treasurer shall collect and receive all moneys due or belonging to the Club. Moneys shall at all times be open to inspection by the Board and a report shall be given at every meeting on the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual business meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year.
  - b) The Treasurer shall also file all tax returns and pay all tax liabilities and supervise fiscal budgeting, as needed.
  - c) The Treasurer shall also remain available upon request to assist a succeeding Treasurer that has been elected or appointed to the position. They are to remain accountable and assist with taxes and finances applicable to their previous term.

5) Membership Coordinator (appointed position)

- a) The Membership Coordinator shall assist the President, Vice President, and Secretary in communicating with all Club members in good standing via e-mail, as well as in performing other administrative duties.
- b) The Membership Coordinator shall maintain a database of the members of the Club that shall include their contact information, including, but not limited to, the mailing address, email address, and telephone number of each member.
- c) This is a non-voting position in relation to Board activities and is not a member of the Board.

**Section 3: Date of Assuming Duties**

The Officers shall assume office immediately at the Annual Business meeting when the elected Board Member/s and Officer/s are announced.

**Section 4: Resignation, Demise, Removal**

In the event of the resignation, demise, or removal of any Officer, the Board shall appoint a member from the current Board members or from the general membership to fill that vacancy for the remainder of that Officer's term.

**Section 5: Members in Good Standing**

All Officers shall be members in good standing as defined by these Bylaws.

**Section 6: Compensation**

All Officers shall serve without compensation.

## **Article VI: Directors**

### **Section 1: Numbers, Terms**

There will be two Directors elected to two-year terms and one Director elected to a one-year term in accordance with the directives for the Nominating Committee as described in these Bylaws. Two-year Directors will be elected in alternating years.

### **Section 2: Duties and Responsibilities of Directors**

- 1) Director of Sponsorship Committee
  - a) Responsible for management of the sponsorship documentation.
  - b) Responsible for marketing and management of the sponsorship activities (seeking event sponsors, sponsor communication, sponsor advertising, etc.)
  - c) This Director shall be elected to a two-year term in even years.
- 2) Director of Show Committee
  - a) Consists of the Director, event manager(s) and event administrator(s) for all Club competition events held throughout the year.
  - b) This Director shall be elected to a one-year term.
- 3) Director of Event Committee
  - a) Responsible for planning Club practices and Club social gatherings.
  - b) Responsible for finding and organizing competition events throughout the year.
  - c) This director shall be elected to a two-year term in odd years.
- 4) Directors will be responsible for reporting to the Board at each board meeting for the committee's activity and progress to date.

### **Section 3: Date of Assuming Duties**

Directors shall assume office immediately at the Annual Business Meeting.

### **Section 4: Resignation, Demise, Removal**

In the event of the resignation, demise or removal of a Director, the Board shall appoint a member from the general membership to fill that vacancy for the remainder of that Director's term.

### **Section 5: Members in Good Standing**

All Directors shall be members in good standing as defined by these Bylaws.

### **Section 6: Compensation**

All Directors shall serve without compensation.

## **Article VII: Committees**

### **Section 1: Standing Committees**

- 1) Sponsorship Committee
  - a) Consists of the Director of Sponsorship Committee and 3-5 general members of the Club recommended by a majority of the Board.
  - b) Responsible for management of the sponsorship documentation.
  - c) Responsible for marketing and management of the sponsorship activities (seeking event sponsors, sponsor communication, sponsor advertising, etc.)
- 2) Show Committee
  - a) Responsible for coordinating, event manager(s) and event administrator(s) for all Club competition events held throughout the year.
  - b) Responsible for preparing and training for upcoming events.
  - c) Responsible for recruiting additional event managers and event coordinators.
- 3) Event Committee
  - a) Consists of the Director of Event Committee and 3-5 general members of the Club, appointed by a majority of the Board.
  - b) Responsible for planning Club practices and Club social gatherings.
  - c) Responsible for finding and organizing competition events throughout the year.

### **Section 2: Ad-Hoc Committees**

The Board may each year appoint ad-hoc committees to advance the work of the Club in other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board.

### **Section 3: Committee Appointment Termination**

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

### **Section 4: Members in Good Standing**

All committee members shall be members in good standing as defined by these Bylaws.

### **Section 5: Compensation**

All committee members shall serve without compensation.

## **Article VIII: The Club Year, Annual Meeting, Elections**

### **Section 1: Club Year**

The Club's fiscal year shall begin on January 1, and end on the last day of December.

### **Section 2: Annual Meeting**

The annual meeting shall be held in the month of January, at which officers and directors for the ensuing terms shall be announced and take office immediately. Each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

### **Section 3: Elections**

The nominated candidates for Officer or Director receiving the greatest number of votes by members, whose ballots have been submitted by the required date, shall be declared elected.

### **Section 4: Nominations**

No person may be a candidate in a Club election who has not been nominated. The Board shall select a Nominating Committee consisting of 3 members, not more than one of whom may be an officer or member of the Board. The Board shall name a chairman for the committee and it shall be such person's duty to call a committee meeting, which shall be held on or before September 30.

- 1) The committee shall nominate one or more candidates for each vacating office and position on the board and, after securing the consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.
- 2) Any nominee for the position of Director is required to be a current member in good standing.
- 3) The committee will present the slate of Officers and Directors to the current Board for review and approval at least 30 days prior to elections. Upon verification of qualification of all nominees, the Secretary will present the slate to the general membership via email at least 21 days prior to elections.
- 4) Nominations will be opened to the general membership at least 14 days prior to elections and within at least 7 days of announcement of the committee's slate. Any member so nominated, once accepting the nomination and meeting criteria as above, will be included on the election ballot.
- 5) Elections will be completed by the end of the second full calendar week in December.

## **Article IX: Expenses and Financial Responsibility**

### **Section 1: Authorization and Limitation**

Expenses from the Club's bank account may only be used for Club related purposes as deemed appropriate by the Club President. The President has the authority to utilize funds and approve expenses up to \$200 each calendar month, without requiring approval from the Board of Directors or General Membership. Expenses above this set limit must be approved by a majority of the Board of Directors. A description of the expense beyond the limit being proposed will be provided at the Board Meeting prior to a vote being taken.

The set limit may be revised to meet operational requirements and/or inflation. Adjusting the set limit will be done by a vote of the Board of Directors and will require a majority approval.

### **Section 2: Temporary Deposits and Withdrawals**

It is permissible for the President and Treasurer to utilize the Club's bank account to transfer, retain, and distribute funds that are allocated for special purposes as required. Such items may include the holding of donations to charities in order to provide one lump sum, funds set aside for special projects, or to facilitate a loan for a Club related expense. Items of this nature will be accounted separately and not reported as available Club funds. Any monetary interest gained during the time held will become property of the Club.

### **Section 3: Responsibility**

It is the responsibility of all Club members as well as the Board of Directors to insure that the Club's money is being utilized appropriately.

It is a primary responsibility of the Treasurer to know the available funds and their purpose, maintain budgets, and protect the account to the best of his or her ability. It is also the Treasurer's responsibility to report over expenditures and any other financial concerns to the Board of Directors as soon as they are detected.

## **Article X: Discipline**

### **Section 1: DockDogs Worldwide Suspension**

Any member who is suspended from the privileges of or expelled from DockDogs Worldwide automatically shall be suspended from the privileges of this Club for a like period or expelled from this Club.

### **Section 2: Violations of the Rules and Regulations**

Violations of the Rules and Regulations are not tolerated. In addition to charges of violations of the Rules and Regulations brought by members of this Club, any member of DockDogs Worldwide or any Judge or official at an event may prefer charges for a violation of the Rules and Regulations. If charges are brought at the DockDogs Worldwide level, the DockDogs Worldwide Disciplinary Procedure shall be followed.

### **Section 3: Charges**

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or for a violation of the Rules and Regulations.

Written charges with specifications must be filed with the DockDogs office by the Secretary of the Club. The Secretary shall also send a copy of the charges to each member of the Board or present them at a board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or a violation of the Rules and Regulations. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or a violation of the Rules and Regulations, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date for a hearing by the Board not less than three weeks or more than six weeks thereafter.

The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

### **Section 4: Board Hearing**

The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board may by a majority vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

## **Section 5: Expulsion**

Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in these Bylaws. Such proceedings may occur at a regular or special meeting of the Club, to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's finding and recommendation, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes.

The members shall then vote by secret ballot on the proposed expulsion. A two-thirds vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

## **Article XI: Amendments**

### **Section 1: Proposals**

Amendments to the Constitution and Bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20% of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

### **Section 2: Membership Vote**

The Constitution and Bylaws may be amended by a 60% vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and e-mailed to each member at least two weeks prior to the date of the meeting.

### **Section 3: Notification**

All amendments, changes or deletions to the Constitution and Bylaws must be submitted to the DockDogs Worldwide office within 30 days of passage.

## **Article XII: Charitable Giving**

The Board is encouraged to donate no less than 10% of the net proceeds from competition events to Chase Away Canine Cancer, or other general dog-health related charity by vote of the Board of Directors.

## **Article XIII: Dissolution**

The Club may be dissolved by the written consent of not less than two-thirds of the members. In the event of the dissolution of the Club other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club but, after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs, or to another DockDogs Club, as selected by the Board of Directors.

## **Article XIII: Parliamentary Authority**

Anything not covered by the Constitution, Bylaws, or Rules and Regulations shall be governed by Roberts Rules of Order, Revised.