

# Standing Rules

Amended and Adopted March 2017

## Introduction

These Standing Rules implement the Club's Constitution and By-Laws and provide supplemental rules for performing the business of the Club. They are not intended to provide the detail found in the respective job descriptions. These Standing Rules are mandatory.

## Section 1 - Officers, Board of Directors, and AKC Delegate.

The following sections contain duties and responsibilities for the respective positions in addition to those prescribed in the By-Laws.

### 1.1 – President (BL 3.3.a)

The President shall:

- a. Preside at all meetings of the Club and of the Board.
- b. Appoint a Chairperson for each Committee after receiving approval from the Board of Directors. The appointment shall be announced at the January meeting.
- c. Supervise all Committee Chairpersons and Officers to assure their jobs are being performed as required.
- d. Prepare a draft agenda to be emailed to all members so it is received approximately ten (10) days prior to the general meeting.
- e. Assure that significant business and/or expenditures not considered the general management of the Club's affairs are brought before the Club membership. New initiatives would include, but are not limited to, arranging seminars, purchase of equipment not required to support the normal Club activities, significant changes in the conduct of Club activities/business, or any cost not directly associated with established Club activities.

### 1.2 – Vice-President (BL 3.3.b)

The Vice-President shall:

- a. Exercise the powers of the President in the case of the President's death, absence, or incapacity.
- b. Provide for the presentation of programs at Club meetings.
- c. Collect and count the ballots for new membership or any other vote requiring a ballot.
- d. Be the New Member Mentor and arrange for Mentors for Conformation, Agility, Rally, Obedience, Lure Coursing and Barn Hunt.

### 1.3 – Secretary (BL 3.3.c)

The Secretary shall:

- a. Maintain a current copy of all policies and make them available to all members in good standing via the PKC website or a paper copy. Email to Club members a copy of all revisions once a year.
- b. Record minutes/transactions at each PKC board meeting and general meeting. Maintain these records and make available to all members or to others after gaining approval for release/disbursement by the Board of Directors.

### 1.4 – Treasurer (BL 3.3.e)

The Treasurer shall:

- a. Prepare all financial reports, tax returns, and other financial documents due during their tenure in office.
  - i. Maintain an accounting record in QuickBooks Online to facilitate planning and auditing. In addition, the treasurer will prepare a monthly report and reconciliation to be made available at each PKC monthly meeting. At the January meeting, the Treasurer from the preceding year will provide financial statements for the previous year, as well as reports for each Committee Chairperson. At the March meeting, the Treasurer will provide audited financial statements for the previous year.
- b. Maintain a record of all members in QuickBooks Online. This record shall include the member's full name, home address, telephone number, and email address. An electronic copy of this record will be made available to all members in the member only area of the website. A printed membership directory may also be prepared. Note: Members can opt to have personal information withheld from the membership directory.
- c. Prepare and email due invoices to each member in December for dues the following year.
- d. Hire an accounting firm to ensure proper preparation and documentation of all transactions and tax returns.

- e. Maintain separation of duties by having an Officer/Board Member other than the Treasurer complete the monthly reconciliations.
- f. Pay bills as required, and attach receipts to expenditures.
- g. Create and save electronic copies of all new membership applications and attach them to the member file in QuickBooks.
- h. Perform investment transactions as directed by the Board of Directors.
- i. Enforce the Club's policy regarding insufficient fund checks.
- j. Be bonded along with any other member who will be responsible for Club funds/entry fees.

#### **1.5 – Board of Directors (BL 3.1)**

The Board of Directors shall:

- a. Be comprised of the officers and three other members in good standing.
- b. Approve a Chairperson for each Standing Committee at the January Board meeting.
- c. Provide instructions for the AKC Delegate regarding actions to be taken on behalf of the Club at AKC Delegate meetings.
- d. Perform other business of the Club as approved or directed by the Club membership.

#### **1.6 – AKC Delegate (BL 3.3.f)**

Communication between the AKC and PKC will be through the Club's AKC Delegate. The Delegate shall:

- a. Inform the Board of Directors of pertinent business to be conducted at the next AKC Delegates meeting.
- b. Inform the Board of Directors of actions taken at the meeting just concluded.
- c. Provide the Board with an expense statement and receipts of expenses incurred on behalf of the Club.
- d. Vote as instructed by the Club and use his/her discretion in voting on issues where no specific instruction has been received.
- e. Inform the Board of Directors of his/her funding requirements. Quarterly expenses shall not exceed \$300 unless approved by the Board of Directors.

#### **1.7 – Corresponding Secretary (BL 3.3.d)**

The corresponding secretary shall:

- a. Be responsible for various official written communications from the PKC to AKC, other clubs and organizations.
- b. Record minutes if the Secretary is absent.

## **Section 2 – Committees (BL 5)**

The President shall appoint Committee Chairpersons and these shall always be subject to the final authority of the Board of Directors. None of the Committees are mandatory except as stated in the Club's Constitution and By-Laws. If appointed, the responsibilities described herein are mandatory. Committee members must be Club members.

The Committee Chairpersons shall:

- a. Provide a completed W-9 to the Treasurer for each judge that receives \$600 or more in judging fees.
- b. Prepare an expense report, with receipts attached, for reimbursements.

#### **2.1 - Standing Committees**

A Standing Committee is a Committee appointed to advance the work of the Club, and would normally serve the Club for the fiscal year. The chairperson shall provide verbal reports of the status of their committee at appropriate Club meetings.

- a. **Training Director** – shall be responsible for all training classes sponsored by the PKC. They will make all arrangements for suitable facilities and qualified instructors. In addition, they shall:
  - promote the training classes and seek/encourage participation through advertisement and announcements in conjunction with the Publicity/Marketing committee;
  - buy all equipment and supplies needed for classes;
  - keep record of all participant teams (owner and handler) and instructors for each class. It is the responsibility of the training director to ensure that all participants have completed and submitted all necessary forms and fees. The training director will provide class roll to instructors with the name, address, phone, dog's name and breed.
- b. **Video Librarian** - this Committee, consisting of one or more Club members, shall be responsible for maintaining the Club's video tape and DVD collection. The video librarian shall provide a complete list of the

video collection that will be published on the Club's website (<http://www.pocatellokennelclub.org>). The privilege of free video check-out is extended to all members of the PKC. Each video "checked-out" must be documented to include the name of the member, the name and reference (e.g., T-60) of the video, date of check-out, date of check-in, and member contact info (either telephone or email address). Members can keep the video tapes for one (1) month. Requests for new/or additional DVD's can be made by anyone to the PKC Board of Directors and will be voted on at the next general meeting.

- c. **Publicity/Marketing** - this Committee, consisting of one or more Club members, shall be responsible for the publicity, marketing, demonstrations, and public education relating to the Club.

This includes maintaining the Club Website and Facebook page in accordance with the general guidelines set forth, timely answering inquiries, and posting appropriate content.

- General Guidelines:
- Facebook shall not be used as advertising for trainers, other clubs, etc.
- Create "fun" post monthly (polls, facts, Meet the Breed, etc.)
- Answer inquiries promptly.

- d. **Show Committee** - The Show Committee shall be chaired by the Show Chairperson and shall be comprised of the Chairpersons of the following sub-committees:

Trophy	Chief Steward	Grounds	Hospitality	Obedience
Rally	Puppy Match	Fast CAT		

Each year at the first General Meeting, the President shall announce the Show Chairperson for the following year's Show and approve their designated Assistant Chair. The Show Chairperson is responsible for selecting their sub-committee chairpersons.

- e. **Agility Trial Chairperson** - shall have primary responsibility for the Club's agility trials. If multiple events are held, there may be separate Chairpersons for each event. The Agility Trial Chairperson(s) shall hire judges, set trial dates, secure a site for the trial, arrange for a Chief Course Builder, coordinate with other Committees as required, and assure the Agility Trial Secretary has the information necessary to perform the duties of their position. In addition, the agility chair shall determine the equipment required for these events and purchase the equipment. The agility chair shall make a request to the General Membership for special purchase authorization. All purchases and expenditures will be reported promptly to the Treasurer along with documentation (receipts, etc.). The chairperson will also be responsible for ordering ribbons and other awards given out (toys, MACH bars, etc.)
- f. **Standing Rules Committee** – this Committee, consisting of one or more Club members, shall be responsible for reviewing and editing the Club's standing rules. It will submit any necessary changes in the standing rules for voting on by the General Membership. Any proposed changes to the Standing Rules will be emailed to the membership at least ten (10) days prior to those meetings.
- g. **Equipment Committee** - this Committee, consisting of one or more Club members, shall be responsible for maintaining the inventory of the Club's equipment including inventory kept at locations other than the storage unit. The Chair of this committee will bring any requests for loans of equipment to the membership for approval.

## 2.2 - Special Committees

These Committees exist as required/determined by the Board of Directors.

- a. **Nominating Committee** - During the month of September, the Board shall select a Nominating Committee consisting of three (3) members. The Board shall name a Chairman for the Committee and it shall be such person's duty to call a Committee meeting on or before October 1 for the nomination of Officers. See By-laws, Article IV, Section 4
- b. **Awards Committee** – this Committee, consisting of one or more Club members, shall make a "call for awards" in the fall of each year. This call consists of an announcement at the general meeting along with submission directions and criteria. Each member whose dog(s) has received an award or title during the past year is allowed to submit the name of the dog and a description of the award (along with the title's correct abbreviation of acronym (e.g., TT, CGC, CH, etc.)). The awards chair will then arrange to have a trophy or plaque or plate made commemorating each eligible award achievement. The Awards Chair is also responsible for the Lifetime Achievement Award.
- c. **Christmas Party Committee** – this Committee, consisting of one or more club members, shall make all arrangements for the PKC Christmas party. These arrangements include reserving a suitable facility and providing for all events to be held at the party (e.g., meals, snacks, entertainment, and door prizes).

### 2.3 - Responsibilities of Committees

Each Committee Chairperson shall be responsible for:

- a. Performing all activities as stated in the respective job description.
- b. Reporting the status of Committee activities to the General Membership as requested at Club meetings.
- e. Monitoring and managing expenditures for the event.
- d. Selecting all Committee Members (attempting to include new Club members), and provide a written list of Committee Members to the President.
- e. Provide a written list of inventory items owned by the Club and used at their event.
- f. Assisting the Board of Directors in finding a replacement in the event they are unable to fulfill their responsibilities.
- g. Updating and delivering their job description at the end of the fiscal year to the President. This shall include deadlines and other tasks that must be performed.
- h. Take necessary actions to eliminate risk to persons, dogs, and property in the activity they are chairing.

## Section 3 - Club Policies

### 3.0 – Membership (BL 1.1)

Individual, Family, Junior, and Associate membership shall be for persons desiring to take part in Club business and/or activities. Individual and Family members whose dues are paid shall have full voting privileges. Candidates applying for membership shall meet all of the following requirements:

- a. Be in good standing with the American Kennel Club.
- b. Subscribe to the objectives of the Club as defined in the Club Constitution, Article I, Section 2.
  - An Individual membership is for persons 18 years or older. An Individual member can vote and hold office. An Individual membership shall **not** automatically (with additional payment) be granted Family membership status. This change must be approved by the Board.
  - A Family membership is limited to two (2) persons, eighteen years of age and older, who reside in the same household. They enjoy all the privileges of the Club including the right to vote and hold office. Only two members of the same household, over eighteen years of age, shall have a vote. No more than two adult family members may hold Club offices at any one time.
  - A Junior membership is for persons 10-17 years of age and shall be voted on by the Club membership. A Junior member cannot vote or hold office. A Junior member may update to Individual membership by completing an application form and paying annual dues after they turn 18 years of age; a vote for membership is not required. In order to attend Club functions and training activities, a junior must have a Junior membership or be covered under a Family membership.
  - A Lifetime membership is for those individuals who have been members for at least twenty-five (25) years. Lifetime members pay no dues but are not eligible to vote and or hold office.
  - An Honorary membership is for an individual who has made significant contributions to the Sport, Breed, or the Club. Honorary members pay no dues and are not eligible to vote or hold office but can maintain Individual (or Family) membership upon payment of dues.
  - An Associate membership is for a person(s) who is in good standing with The American Kennel Club. An Associate member has no voting rights and cannot hold office. Associate members do not have to attend a general meeting. There will be the first reading only and no vote. An Associate member may update to Individual or Family membership, if qualified, by completing an application form and paying annual dues.
- Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicants agree to abide by these Constitution and Bylaws and the rules of the American Kennel Club. The application shall state the name, address and occupation of the applicant and shall carry the endorsement of two (2) members in good standing. Accompanying the application, the prospective member shall submit dues of the current year. Dues included with membership applications approved after October 1 shall be credited to the following year.
- All applications are to be filed with the Treasurer. Each application will be read at the first meeting the applicant(s) attends. At the next Club meeting the application will be voted upon and affirmative votes of two-thirds (2/3) of the members present and voting by secret ballot at the meeting shall be required to elect the applicant(s).
- Any applicant rejected from the membership may not reapply for membership for six (6) months after rejection.

A Club member in good standing:

- a. Has no delinquent debt to the Club.
- b. Is current on dues.
- c. Is not under suspension by the Club under Article VII of the By-Laws.
- d. Has attended two Club meetings in the last 12 months.

Only members in "good standing" may vote in the annual election of officers. All members in Good Standing are entitled to PKC sponsored training classes (if available) at no cost.

Active member:

1. Attends six (6) meetings per year, **or**
2. Is a Committee Member of at least two (2) club events, **or**
3. Serves as an Officer, Board Member, or Committee Chair.

### **3.1 – Dues (BL 1.2)**

Annual dues shall be payable on or before January 1 of each year. These dues are not refundable. Dues not paid by March 1 are considered delinquent and the applicant must reapply for membership. The dues are:

- a. Individual Membership - \$15.00
- b. Family Membership - \$20.00
- c. Junior Membership - \$0.00
- d. Associate Member - \$10.00

### **3.2 – Meetings**

- a. *Annual Meeting* - The Annual Meeting shall be held in December, at which time the election of officers will take place. The Secretary will notify the membership in an email, posted at least ten (10) days prior to the meeting. The notification will include the final slate of nominations. (BL 4.2)
- b. *General Meetings* - General membership meetings will be held the second Tuesday of each month. Meetings will take place at The Bannock County Humane Society, 850 Barton Rd, Pocatello, ID at 7:00 PM unless the membership is otherwise notified, in an email, of a change posted at least ten (10) days prior to the meeting date. (BL 2.1)
- c. *Board Meetings* - Board Meetings will be held prior to the general meeting at 6:30 pm in the months of January, March, May, July, September, and November. Notification, by email, will be made at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board (5). Any member of the Board may initiate a discussion via email to all Board members in lieu of holding Board meetings in the month not listed above. The Secretary will keep a copy of the complete discussion. (BL 2.3).

### **3.3 – Elections (BL 4.4)**

- a. Any election requiring a secret ballot will be done in such a manner that the ballot cannot be traced to its origin.
- b. Should a tie occur during the election of Officers and Board of Directors, a runoff will take place with a show of hands of the members in good standing. The individuals affected by the tie will be asked to leave the room as the tie breaking vote is taken.
- c. New officers/board members shall take office on January 1 and each retiring officer shall turn over to the successor in office all properties and records relating to the office within thirty (30) days after the election.

### **3.4 –Use of Equipment**

It is the intent of the Club to protect itself from liability. It is not the intent of the Club to become a rental agency with regard to its equipment. In the event the Club desires to allow another entity, or club member, to use or rent any such equipment, the Club shall require a written agreement; an email is acceptable addressed to the Equipment Chairperson. Said entity shall agree to repair or replace any damaged equipment, and to hold the Club, its Officers, and members harmless from any liability resulting from the use or rental of the Club equipment. This does not include the use of equipment at PKC events.

### **3.5 – Insufficient Funds Checks**

All returned checks shall be charged a \$20 fee. Anyone with two checks returned for insufficient funds will be put on a cash-only basis.

### **3.6 – Purchase and Sale of Club Supplies and Equipment**

Club memorabilia shall be ordered and distributed as directed by the Board of Directors and/or membership. Equipment/supplies shall be ordered as required by the respective Committee Chairperson(s).

Equipment that is retired from event use must be disposed of in the following manner:

1. Will be kept if the Club has a use for it (must be brought before the membership);
2. May be returned to the member who donated their time and materials to construct the equipment;
3. May be sold to Club members (price to be determined by the membership);

4. May be advertised for sale.

### **3.7 – Charitable Contributions**

The Club may consider contributions to an organization(s) devoted to alleviation of a canine problem, to research problems/diseases in dogs, for educational or legislative activities on behalf of exhibitor/breeder/fancier, to a civic organization, or individual, in need of the Club's support. All contributions must be presented to the membership for approval.

### **3.8 – Awards**

Awards shall be made at the Awards Banquet to Club members as follows:

- a. Titles earned at nationally recognized dog events during the year.
- b. American Kennel Club Good Sportsmanship of the Year Award. This award is for a member who has done something outstanding for the Club during the preceding Club year. Nominations are required for consideration and must be made by a member in good standing. The nominations must be submitted to the Award Chairperson by October 31. American Kennel Club Good Sportsmanship of the year award will be voted on by the membership at the November meeting.
- c. Service Awards for members who exhibited extreme commitment to the Club. The categories are Conformation, Agility, Obedience/Rally, New Member, Member of the Year, and Other. An award in each category is **not** required. Any member receiving a Service Award should be an Active Member (see Membership 3.0).
- d. The Board will call for members to nominate members by the October 31. At the November Board meeting, the Board will determine who the Service Award winners are.

### **3.9 – Notification to Club Members**

Those written notifications required by the Constitution and By-Laws and these Standing Rules may be satisfied by email, or referencing the Club's website, provided it meets the requirements of the respective notification.

### **3.10 – Limiting Risk**

The Club will conduct its activities in a manner that limits the risk of personal injury, injury to dogs, and/or property damage to a reasonable level for the activity involved. Committee Chairpersons have the responsibility and authority to stop or limit any activity or to remove or otherwise contain any person, dog, or equipment that does not meet these criteria. If the action of the Committee Chairperson would result in the loss of paid training or seminar attendance the Chairperson may consider refunding the unused portion of the payment. The Chairperson may consult with the Board of Directors for assistance in implementing this policy. Such consultation shall not be construed as a Special Board Meeting per Article III Section 4 of the By-Laws. In some cases, a Special Board Meeting may be appropriate to determine the permanent action to be taken, in which case the Chairperson should implement temporary action to limit or eliminate the risk.

### **3.11 – Club Expenses**

- a. Officers, Board Members and non-event Committee Chairpersons may spend up to \$50 without prior Board approval as long as it serves the best interest of the Club.
- b. Non-event Committee Chairpersons will be given an initial amount that can be spent for their committee. This amount will be approved by the General Membership. If more funds are needed, the Chairperson may request the amount at any general meeting.
- c. Event Committee Chairpersons may spend what is necessary for their event. Whenever possible, the Chairperson should be frugal with their spending, attempting to keep expenses within 10% of the previous year's expenditures. The total cost of the event must be reported as well as the cost for the previous year. In case of an emergency situation, the Chairperson has permission to purchase equipment needed for the event if it is available.

### **3.14 – AKC Delegate Expenses**

AKC Delegate expenses for trips to the AKC meetings will be paid by the Club up to \$1,200.00 per year. The Delegate must submit all receipts to the Treasurer for reimbursement.

### **3.15 – Seminars**

All proposed seminars must be submitted to the membership for approval prior to commitment to a presenter/instructor. Seminar availability must be offered to PKC members first, non-PKC class participants second (if applicable) and outside attendees last.

### **3.16 – Outside Instruction**

The Pocatello Kennel Club has no objection to any member, Board Member, or Officer teaching or running classes (private, outside or independent classes) for profit. This does not constitute an endorsement by the Club of any instructor. The classes must be conducted in a manner consistent with the Objectives of the Club as stated in its Constitution.

## **Section 4 - Changes to the Standing Rules**

These Standing Rules may be revised at any regular Club meeting by a simple majority of those voting.

## **Section 5 – Parliamentary Procedure (BL 10.1)**

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. The following is information taken from Robert's Rules of Order, New Edition. They are included in these Standing Rules so all members will know what to expect at General meetings.

Members must contact the President to include an item on the Agenda. The President has the option of putting the item on an agenda for a later meeting. Items cannot be added to the current agenda at the meeting.

The Minutes and Treasurer's report do not require a vote. The Minutes, after corrections (if any) stand approved as distributed. The Treasurer's report requires no action.

Present a motion as follows:

1. A member makes the motion - The member must be recognized by the President before stating the motion. Speak in a clear, concise manner and state the motion affirmatively (I move that we ... not I move that we do not).
2. Another member seconds the motion - It is not necessary to be recognized prior to seconding a motion. The name of the member who seconds a motion is NOT recorded in the minutes. Contrary to popular belief, a second is not necessarily an endorsement of the idea. The procedure requires a second mainly to ensure that at least one other person thinks the motion should be discussed. A member who opposes the motion may want it to come before the meeting so it can be voted down.
3. The President states the motion, made and seconded, and opens the floor for discussion.
4. The members may then ask questions and discuss the motion on the table.
5. The motion may be restated if necessary, following 1 through 3 above.
6. The President puts the question (takes the vote). The affirmative vote is taken first, then the negative. Abstentions are not counted.
7. The President announces the results of the vote. The vote on any motion is not considered final until the President has done this.