

**UPPER SNAKE RIVER VALLEY DOG TRAINING CLUB, INC.**  
**STANDING RULES**

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.** The President shall:

- (a) With the Board of Directors, appoint a chairperson for each committee. Appointments to standing committees normally occur at the January Board of Directors meeting following an informal selection meeting.
- (b) With the Board of Directors, prepare and approve an annual budget, to be presented to the Club membership at the January meeting.
- (c) Supervise all committee chairpersons and officers to assure their jobs are being performed as required.

**1.2 VICE PRESIDENT.** The Vice President shall be the social director of the club. He/She shall:

- (a) Provide for the presentation of programs at Club meetings.
- (b) Plan the Club picnics, if held.
- (c) Plan the Club banquets (Awards, Agility, Obedience, and/or Tracking), if held.
- (d) Collect the secret uncounted ballots, determine the winner privately, and obtain a Club Member of the Year pin. (See Section 3.10(b) for nomination process.)

**1.3 SECRETARY.** The Secretary shall:

- (a) Maintain a current copy of these Standing Rules. Mail or deliver to Club members a copy of all revisions once a year.
- (b) Provide to membership candidates those documents as stated in Article I, Section 3 of the Club By-Laws.
- (c) Notify all Club members of Club's meeting time, date, and place at least 10 days prior to the meeting. Email referencing the time, date, and place of the meeting OR the fact that it is posted on the Club's website satisfies the requirement of written notification for members who provide the secretary with an email address. If no email address is provided, then the written notice shall be mailed or delivered.

**1.4 TREASURER.** The Treasurer shall:

- (a) Prepare any income or other tax return for the year of his/her tenure in office, if filing is required.

- (b) Maintain all account records to facilitate any auditing procedures required by the Club or by any taxing authority.
- (c) Maintain a paid membership list to be available at Club meetings.
- (d) Pay sales tax for the Club as it becomes due.
- (e) Buy trailer license(s) and pay the storage fee for the trailers as required.
- (f) Perform investment transactions as directed by the Board of Directors.
- (g) Open mail addressed to the post office box.
- (h) Enforce the Club's policy regarding insufficient fund checks.
- (i) Monitor Club and committee expenditures for compliance with the established budgets of the Club.
- (j) Send monthly bills for debts due the Club.
- (k) Send cards, restaurant gift certificates, and/or flowers to Club members when appropriate (i.e., serious illness or death of a Club member or immediate family as defined by AKC means husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law). Cost should not exceed \$35.00 unless approved by the Board of Directors.

**1.5 BOARD OF DIRECTORS.** The Board of Directors shall:

- (a) Appoint a chairperson for each standing committee. This is normally performed at the January meeting.
- (b) Provide instructions for the AKC Delegate, regarding actions to be taken on behalf of the Club at AKC Delegate meetings, via the Delegate Liaison.
- (c) In November, select the Auditing Committee and name a chairperson. Not more than one committee member may be a member of the Board of Directors.
- (d) 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.
- (e) Perform other business of the Club as approved or directed by the Club membership.

**1.6 AKC DELEGATE.** Communication between the Club and the AKC Delegate shall be through the Delegate Liaison. The Delegate shall:

- (a) Inform the Liaison of pertinent business to be conducted at the next AKC Delegates meeting.
- (b) Inform the Liaison of actions taken at the meeting just concluded.
- (c) Recommend meeting attendance when actions important to the Club are on the agenda.
- (d) Inform the Liaison of his/her funding requirements. Quarterly expenses shall not exceed \$300 unless approved by the Board of Directors.
- (e) Provide the Liaison with an expense statement and available receipts of expenses incurred on behalf of the Club.

- (f) Vote as instructed by the Club and use his/her discretion in voting on issues where no specific instruction has been received.

**SECTION 2. COMMITTEES.** The Board of Directors 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.

**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 his/her committee at appropriate Club meetings.

- (a) **Obedience Training Director** – this committee, consisting of one or more Club members, shall be responsible for the Club's obedience training program. He/She shall secure sites for both winter and summer obedience training classes, obtain qualified instructors and assistants for the classes, and obtain the obedience training equipment required by the Club. The Obedience Training Director shall coordinate with the Obedience Equipment Director to ensure that obedience equipment is in good condition and new equipment is ordered/constructed as is needed.
- (b) **Agility Training Director** – this committee, consisting of one or more Club members, shall be responsible for the Club's agility training program. He/She shall secure sites for agility training classes, obtain qualified instructors and assistants for the classes, and obtain the agility training equipment required by the Club. The Agility Training Director shall coordinate with the Agility Equipment Director to ensure that agility equipment is in good condition and new equipment is ordered/constructed as need.
- (c) **Obedience/Rally Trial Chairperson** – this committee, consisting of one or more Club members, shall have primary responsibility for the Club's obedience trials. The Obedience/Rally Trial Chairperson shall hire judges, set trial dates, secure a site for the trial, arrange for a grounds chairperson, coordinate with other committees as required, and assure the Obedience/Rally Trial Secretary has the information necessary to perform the duties of his/her position.
- (d) **Obedience/Rally Trial Secretary** – this position need not be filled by a Club member unless combined with the Obedience/Rally Trial Chairperson. A request for volunteers will be made at the beginning of each year. If no volunteers are available, the position of Obedience/Rally Trial Secretary will be opened to bid. Secretaries will enter into a detailed contract and agree to provide a detailed invoice. The Obedience/Rally Trial Secretary shall perform all duties as prescribed in the AKC Red Book, *Show/Trial Manual, A Guide for Planning AKC Dog Shows and Obedience Trials*.
- (e) **Tracking Test Chairperson (TD, TDX, VST)** – this committee, consisting of one or more Club members, shall have primary responsibility for the Club's tracking tests. The Tracking Test Chairperson shall set dates, hire judges, secure a site for the tracking test, prepare a map of the site for judges, obtain track layers, maintain an adequate supply of stakes and articles, coordinate with other

- committees as required, and assure the Tracking Test Secretary has the information necessary to perform the duties of his/her position.
- (f) **Tracking Test Secretary** – this position need not be filled by a Club member unless combined with the Tracking Test Chairperson. A request for volunteers will be made at the beginning of each year. If no volunteers are available, the position of Tracking Test Secretary will be opened to bids. Secretaries will enter into a detailed contract and agree to provide a detailed invoice. The Tracking Test Secretary shall perform all duties as prescribed in the AKC Red Book, *Show/Trial Manual, A Guide for Planning AKC Dog Shows and Obedience Trials*.
  - (g) **Agility Trial Chairperson** – this committee, consisting of one or more Club members, shall have primary responsibility for the Club's agility trials. The Agility Trial Chairperson shall hire judges, set trial dates, secure a site for the trial, arrange for a grounds chairman, coordinate with other committees as required, and assure the Agility Trial Secretary has the information necessary to perform the duties of his/her position.
  - (h) **Agility Trial Secretary** – this position need not be filled by a Club Member. The position of Agility Trial Secretary shall be chosen by the Board based upon a comparison among licensed trial secretaries. Agility Trial Secretary shall enter into a written contract for the period of two years at which time it may be reevaluated by the Board. Agility Trial Secretary shall provide a detailed invoice at the completion of each trial. The Agility Trial Secretary shall perform all duties as prescribed in the *AKC Agility Trial Manual*.
  - (i) **Newsletter Committee** – this committee, consisting of one or more Club members, shall be responsible for preparing and mailing a newsletter to each Club member. The mailing may be by email or posting to the Club's website. Members that do not provide an email address to the secretary shall receive the newsletter by delivery or mail. If the newsletter I used for member notification as outlined in Section 3.7 herein, it must meet the requirements of that notification.
  - (j) **Trophy Committee** – this committee, consisting of one or more Club members, shall be responsible for providing the trophies and ribbons for the tracking, agility, rally, and obedience events, and any other Club sponsored awards.
  - (k) **Publicity** – this committee, consisting of one or more Club members, shall be responsible for the publicity relating to the Club.
  - (l) **Demonstration and Public Education Committee** – this committee, consisting of one or more Club members, shall be responsible for demonstrations, and public education relating to the Club.
  - (m) **Historian** – this committee, consisting of one or more Club members shall be responsible for keeping a written/pictorial history of the Club's activities for the year.
  - (n) **Chief Steward** – this committee, consisting of one or more Club members, shall be responsible for providing stewards for the matches, graduations, and trials throughout the year. He/she shall ensure that the stewards are trained and aware of their duties.
  - (o) **Trailer Committee** – this committee, consisting of one or more Club members, shall be responsible for maintaining the Club's trailers and providing space in the trailers to adequately hold and transport the contents. The committee shall obtain

storage space for the trailers and assure the trailers arrive at Club functions as required.

- (p) **Shock Collar Committee** – this committee, consisting of three Club members (one shall be the Training Director, who shall be chairman), shall be responsible for approving use of the collar by Club members. Use of the shock collar shall be approved by two of the Shock Collar Committee members prior to its use by a Club member. Non-Club members are not allowed the use of the collar. A waiver shall be signed by the Club member wishing to use the collar at the time the collar is checked out from the committee. The shock collar shall be returned to the Shock Collar Chairman after the expiration of two weeks.
- (q) **Video Tape Librarian/Camera Committee** – this committee, consisting of one or more Club members, shall be responsible for maintaining the Club's video tape library and for maintaining the Club's video camera and accessories.
- (r) **Delegate Liaison** – this committee, consisting of one or more Club members shall serve as the direct contact between the AKC Delegate and the Club, and shall keep a current file of Delegate correspondence and pertinent records of actions taken. The Delegate Liaison shall assure that the items listed under Section 1.6 herein are obtained and brought before the Board of Directors. He/she shall provide instructions to the Delegate as directed by the Board of Directors and forward funds from the Club.
- (s) **Canine Good Citizen Committee** – this committee, consisting of one or more Club members shall be responsible for conducting the Canine Good Citizen testing.
- (t) **Obedience/Tracking Equipment Director** – this committee, consisting of one or more Club members shall be responsible for keeping all obedience, tracking, and miscellaneous equipment in good condition and ordering/constructing equipment. He/she will coordinate with the Obedience Training director and Tracking Training Director to obtain required training equipment for the Club.
- (u) **Agility Equipment Director** – this committee, consisting of one or more Club members shall be responsible for keeping all agility equipment in good condition and ordering/constructing equipment. He/she will coordinate with the Agility Training Director to obtain required training equipment for the Club.

**2.2 SPECIAL COMMITTEES.** These committees exist as required/determined by the Board of Directors.

- (a) **Auditing Committee** – shall consist of three Club members, including one member of the Board of Directors. This committee shall examine the records of the Treasurer at the end of each year and report their findings to the Board of Directors at the meeting in January.
- (b) **Nominating Committee** – this committee is described in Article V, Section 4(a) through (d) of the Club By-Laws. Additionally, the committee shall nominate qualified candidates for the respective offices.
- (c) **Trial/Test Committee(s)** – shall be selected by the respective chairperson of the Trial/Test. These committees shall use their authority in accordance with Chapter 5, *Rules Applying to Registration and Discipline*; Chapter 1, Section 5 and Chapter 2, Sections 28 and 29, *AKC Obedience Regulations*; Chapter 1, Section 2,

*Tracking Regulations*; and Chapter 1, Section 8, *Regulations for Agility Trials*, to deal with any misconduct that may occur in connection with a respective Trial/Test. *The Guide for Bench Shows and Obedience Trial Committees: Dealing with Misconduct at Dog Shows and Obedience Trials* shall be used as a reference and guide. Members of the Trial/Test Committee(s) must attempt to attend the respective Trial/Test.

- (d) **Hospitality Committee** – this committee, consisting of one or more Club members, shall be responsible for refreshments at the Tracking Test(s) and food concessions at the Obedience/Rally Trial(s), Agility Trial(s), Tracking Test(s), and Match(es). He/She may also be in charge of transporting judges to and from tests and trials, banquets, motels, and airports.
- (e) **Raffle Chairperson** – this committee, consisting of one or more Club members, shall contact businesses and/or individuals either by mail, phone, or in person, to obtain donations (usually merchandise or gift certificates) for use at Club events. The Chairperson shall conduct the raffle or shall appoint someone to conduct the raffle.
- (f) **Match Chairperson** – this committee, consisting of one or more Club members, shall be responsible for the Club's sanctioned/nonsanctioned match(es), whether obedience, rally, agility, or tracking. He/She shall secure judges, secure a site, and prepare and mail premium lists for the respective matches. He/She shall submit any required report to the AKC after the respective match. The respective match chairperson shall perform the duties as prescribed in the *AKC Match Regulations*.
- (g) **Practice Chairperson** – this committee, consisting of one or more Club members, shall be responsible for scheduling practice sessions and arranging for the necessary Club equipment.
- (h) **Tracking Training Director** – this committee, consisting of one or more Club members, shall be responsible for the Club's tracking training program. He/She shall order the tracking training equipment required, secure a site for the classes, and obtain qualified instructors. The Tracking Training Director shall coordinate with the Obedience/Tracking Equipment Director to ensure that tracking equipment is in good condition and new equipment is ordered, constructed as needed.

**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 Board of Directors and Club membership as requested and at Club meetings.
- (c) monitoring and managing expenditures for the year, and obtaining Board of Directors approval before spending more than budgeted.
- (d) selecting all committee members, and attempting to include new Club members.
- (e) assisting the Board of Directors in finding a replacement in the event he/she is unable to fulfill his/her responsibilities.
- (f) updating and delivering his/her job description at the end of the fiscal year to the Board of Directors.

- (g) take necessary actions to eliminate risk to persons, dogs, and property in the activity they are chairing. Section 3.12 Limiting Risk of these Standing Rules states the Club policy.

### **SECTION 3. CLUB POLICIES.**

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

- (a) in good standing with the American Kennel Club.
- (b) subscribes to the objectives of the Club as defined in the Club Constitution, Article I, Section 2.
- (c) has completed the Club's basic obedience, agility, or tracking training course, or the equivalent elsewhere; or has successfully trained a dog in obedience, agility, or tracking as evidenced by at least one qualifying (passing) score in an AKC Obedience Trial, Agility Trial, or Tracking Test. (This requirement applies to one designated voter only in the case of a family membership.)

A Regular Membership is for persons 18 years or older. A Regular Member can vote and hold office. A Regular membership shall NOT automatically (with additional payment) be granted Family Membership status. This change must be voted on by the Club membership.

A Family Membership is limited to spouse, son, daughter, sibling, or parent living at the same address. Family Membership is limited to two designated voters which are family members that are 18 years or older. 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 Regular Membership by completing an application form and paying annual dues after he/she turns 18 years of age. In order to attend Club functions and training activities, a junior must have a Junior Membership or be covered under a Family Membership.

An Honorary Member shall be a person who is in good standing with The American Kennel Club, and who is approved by the Club membership as deserving of the status. An Honorary Member has no voting rights and cannot hold office. An Honorary Member may update to Regular Membership, if qualified, by completing an application form and paying annual dues.

Application for membership shall be made per Article 1, Section 3, of the By-Laws. Dues included with membership applications approved after November 1 shall be credited to the following year.

A Club member in good standing:

1. has no delinquent debt to the Club.
2. is current on dues.
3. is not under suspension by the Club under Article VII of the By-Laws.

**3.1 DUES.** Annual dues shall be payable on or before January 1 of each year. These dues are not refundable. Dues not paid by January 31 are considered delinquent and voting privileges are suspended. At present, the dues are:

- (a) Regular Membership - \$15.00.
- (b) Family Membership (two designated voters) - \$20.00.
- (c) Junior Membership - \$10.00.
- (d) Honorary Membership (to be valid until revoked by the Club membership) – Dues waived.

**3.2 TRAINING FEES.** A training fee will be charged for each dog taking part in any training class. The amount of the fee shall be determined by the Board of Directors. All applications for training classes must be accompanied by full payment at the time application is made. No refunds will be made after attendance of two classes by the dog in question. The Training Director may deviate from this policy for meritorious situations. At present, the training fees are:

- (a) Non-club member, one dog - \$75.00.
- (b) Non-club member, two dogs of the same household will receive a \$15 discount from the regular fee (fee for 2<sup>nd</sup> dog is \$60.00).
- (c) Senior citizen fee - \$55.00 per dog handled by a senior.
- (d) Dog adopted from Humane Society or Animal Shelter (must show adoption papers, and reduced price is for first time through classes only) - \$40.00.
- (e) Active Cub Member in good standing – no charge for dogs owned or co-owned by member. Inactive Club Member in good standing – one-half the regular class fee. To be considered active, a Club member must meet **two** of the following requirements in the past twelve months:

Attend 4 club meetings per year  
Instruct or assist one training class per year  
Serve as a Club officer or committee chairman  
Steward two trials per year

The board may waive the above requirements in meritorious situations.

**3.3 TEST AND TRIAL FEES.** The entry fees for the respective tests and trials will be set by the Board of Directors. At present these fees are:

- (a) Canine Good Citizen - \$5.00. The fee is not applicable to dogs owned or co-owned by Club members or to dogs enrolled in a current obedience training class. The fee shall be waived for non-Club member dogs enrolling in an agility class.
- (b) Tracking Test entry fee - \$75.00.
- (c) Tracking Test Excellent entry fee - \$100.00.



- (d) Obedience Trial regular class entry fee - \$21.00. Each additional class, same dog, same day - \$13.00. Brace and Team Entry fee - \$10.00. All other non-regular class entry fee - \$10.00.
- (e) Agility Trial first entry fee - \$21.00. Additional entry, same dog, same day - \$13.00.
- (f) Rally Class entry fee - \$21.00. Additional entry, same dog, same day - \$13.00.

**3.4 INSURANCE AND CONTRACTS.** It is the intent of the Club to protect itself from liability through insurance. 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 to use or rent any such equipment, the Club shall require that insurance be provided, and a written contract be signed as provided hereafter. Any entity using or renting Club equipment shall provide proof of adequate insurance to the Club prior to the use of any Club equipment. Said entity shall also be required to sign a written contract agreeing to provide adequate insurance, 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.

**3.5 INSUFFICIENT FUNDS CHECKS.** All returned checks shall be charged at \$20.00 fee. Anyone with two checks returned for insufficient funds will be put on a cash-only basis.

**3.6 ACCOUNTS RECEIVABLE.** Debts are considered delinquent two months after the first billing. Debts existing six months after the first billing shall be presented to the Board of Directors for action.

**3.7 CHECK SIGNATURES.** Checks written for payment of the Club expenditures shall be signed by two of the three authorized Board of Directors members – the Treasurer, the President, or the Vice-President. Each month at least one Board Member shall audit the bank statement.

**3.8 PURCHASE AND SALE OF CLUB SUPPLIES AND EQUIPMENT.** Club memorabilia shall be ordered and distributed as directed by the Board of Directors. Equipment shall be ordered as required by the respective training directors. Equipment for resale shall be paid for at the time it is presented to the purchaser.

**3.9 CHARITABLE CONTRIBUTIONS.** The Club may consider contributions to an organization(s) devoted to alleviation of a canine problem, to research problems/diseases in pure bred 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.

**3.10 AWARDS.** Awards shall be made at the Awards Banquet to Club members:

- (a) who obtained Obedience, Tracking, Rally, or Agility titles 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 Newsletter

Editor no later than the deadline for the November issue for publication in the November newsletter. American Kennel Club Good Sportsmanship of the Year award will be voted on by the members attending the November meeting.

- 3.11 NOTIFICATION TO CLUB MEMBERS.** Those written notifications required by the Constitution and By-Laws and these Standing Rules, may be satisfied by being included in the newsletter, email, or email referencing the Club's website, provided it meets the requirements of the respective notification. Members that do not provide an email address to the secretary shall receive the newsletter by delivery or mail. The Sections concerning notification from the By-Laws include Article I, Section 2; Article III, Sections 1-3; Article V, Section 4(b); Article VIII, Section 1; and Section 1.3(a) from these Standing Rules.
- 3.12 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 this 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 any or all members of 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.
- 3.13 AGILITY EQUIPMENT LENDING POLICY.** Club members may borrow non competition agility equipment under the following conditions:
- (a) pay a \$25.00 refundable deposit.
  - (b) have taken an Agility class.
  - (c) return the equipment in the same condition as they received it.
  - (d) return the equipment to the Agility Training Director or Agility Equipment Manager. The equipment may not be passed on to anyone else.

The time period that the Member may keep the equipment will be assigned by the Agility Training Director or Agility Equipment Manager, but will not be for more than two weeks. If the equipment is damaged, the Member will be required to repair the equipment, pay for the repairs, or pay for replacement. If these conditions are not met, the deposit will not be refunded.

**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.