

***THE TALBOT KENNEL CLUB***  
**2006 STANDING RULES**  
**(PHASE ONE)**

**ANNUAL MEETING**

The Annual Meeting shall take place in February, at which time the election of officers will take place. The Corresponding Secretary will notify the membership in writing, posted at least 15 days prior to the meeting. The notification will include the final slate of nominations. A list of members who have attended at least one meeting shall be included with the mailing of the notice of the Annual Meeting.

**GENERAL MEETINGS**

Regular or general membership meetings will be held the first Monday of April, June, August, October and December. Meetings will take place at The Packing House in Cordova at 7:00 PM unless the membership is otherwise notified, in writing, of a change posted at least 10 days prior to the meeting date.

At meetings where food is served, dogs must be crated during the meal. Social gatherings, such as the Christmas party, shall be held at a time other than regular meetings. If dogs are to be crated, the owner must be prepared to bring their own crate and padding. No member should assume that a crate will be available.

**BOARD MEETINGS**

Board Meetings will be held in March, May, July, September, November and January. Notification, in writing or by phone, will be made at least 5 days prior to the date of the meeting. The notification will include time and place of such meetings.

**DUES**

In an effort to limit bookkeeping or clerical errors, all dues must be paid by check or money order and submitted, along with the renewal form to the address printed on the form. **No dues/renewals will be valid unless this procedure is followed.**

Regular Membership annual dues are \$25.00.

Family Membership annual dues are \$25.00 for the first person and \$12.50 for each person thereafter, residing in the same household.

Junior Membership annual dues are \$12.50.

**MEMBER IN "GOOD STANDING"**

A member is considered in "good standing" when they attend two meetings a club calendar year (March to March), one of which may be the Annual Meeting.

Only members in "good standing" may vote in the annual election of officers.

**ELECTIONS**

Any election requiring a secret ballot will be done with numbered ballots, but in such a manner that the ballot can not be traced to its origin. If a ballot is received with no

number, the ballot will not be counted in the tallies. No write-ins will be allowed during the election of Officers or Board of Directors.

Should a tie occur during the election of Officers and Board of Directors, a run off 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.

### **COMMITTEES**

The Board shall meet within 15 days after the Annual Meeting and election for the purpose of appointing committee chairperson for the following committees:

**AGILITY  
SHOW  
MATCH/CGC  
BUILDING (Maintenance & Use)  
STANDING RULES  
MEMBERSHIP  
SUNSHINE  
EDUCATION  
PUBLICITY  
PUBLIC EDUCATION  
WEBSITE**

The Board may add or delete committees as it deems necessary.

A list of committee chairpersons, with names and telephone numbers, will be included with each copy of the current standing rules. This list will include all regular committees plus the sub-committee chairpersons for the Annual Show. Also to be included on this list will be the Breeder Referral Coordinator and Parliamentarian.

### **SHOW COMMITTEE**

The **Show Committee** shall be chaired by the Show Chairperson for that year and shall be comprised of the Chairpersons of the following sub-committees:

Trophy (Obedience/Conformation)	Transportation
Concessions	Publicity
Grounds (Parking, Clean Up)	Catalogue
Judge's Lunch	Obedience
Hospitality	Advertising

Each year at the first Board Meeting, the Board shall appoint a Show Chairperson for the following year's Show and approve his/her designated Co-Chair. It is hoped that the Co-Chairperson will then be in training to become Chairperson.

### **STANDING RULES COMMITTEE**

The **Standing Rules Committee** will submit any necessary changes in the standing rules at the April and October meetings for voting on by the general membership. Any proposed changes to the Standing Rules would be mailed to the membership prior to **those** meetings.

### **AUDITING**

In September, the Board will hire an independent accountant to audit the books at the close of the calendar year.

### **TAXES**

It shall be the responsibility of the newly elected President and Treasurer to see that tax forms for the previous year are filed by April 15th.

### **MEMBERSHIP COMMITTEE**

The **Membership Committee** will be responsible for maintaining the membership list of Club members. This list will include the member's name, address, telephone number and breed of dog(s).

The committee will regularly update the list when individuals are voted in as new members. A separate membership list will be maintained by the committee that will include the date the individual became a member of the Club. It will be the responsibility of the Corresponding Secretary to provide this information to the AKC.

The committee will provide the general membership a current membership list which will be mailed with current standing rules (after all dues have been paid). The Membership Chair will also provide a list of all new members to the Newsletter editor, Website Committee Chair and the Corresponding Secretary for publication.

The committee will present applications for membership at general meetings. The Committee is responsible for notifying applicants for membership that they must attend one meeting prior to being voted in as a member.

Announcements will be made at general membership meetings for members to submit any corrections to the membership list to the committee.

The recording secretary will provide a list of members attending each general meeting to the committee chair at the end of each general membership meeting. The committee will be responsible for tracking members' attendance to meetings and verify those in "good standing".

### **BREEDER REFERRAL**

To be listed on the TKC breeder referral list, a member must be in good standing and have been a member for at least 12 months.

**SUNSHINE COMMITTEE**

It shall be the responsibility of the **Sunshine Committee** to send cards to any Club member who is sick or bereaved by the loss of either a close family member or dog.

Flowers, fruit basket, or appropriate gift not to exceed \$35.00, will be sent to any member who is hospitalized or convalescing after out-patient surgery for more than three days.

Flowers or contribution will also be sent in cases of death of a member, spouse or child or at the discretion of the committee (not to exceed \$50.00).

Flowers are to be sent only once per year to any member without the pre-approval of the Board.

Members are encouraged to contact the Chairman when they know of any member that is ill or otherwise incapacitated.

**CLUB EXPENSES**

Officers, Board Members and Committee Chairpersons may spend up to \$100 without prior Board approval. Any single purchase over \$1300.00 must be approved by the Board and General Membership before the purchase is made.

**AKC DELEGATE EXPENSES**

AKC Delegate expenses for trips to the AKC meetings will be paid by the Club up to \$1,500.00 per year. The Delegate must submit all receipts to the Treasurer for reimbursement.

**CONTRIBUTIONS, HARDSHIPS, ETC.**

The general membership may vote to send additional moneys to non-profit organizations, disaster relief, hardship cases, etc. over and above the amount that the Board has pre-approved.

**CLASS FEES**

A session typically consists of eight one hour classes, held over an eight week period. Mini-sessions of four or six weeks duration may also be held at the discretion of the education chairman. Class fees are \$80.00 for 8 weeks, unless an outside instructor is hired. For classes less than 8 weeks in length (or its equivalent in hours), the cost for the classes will be pro-rated based upon the length of the session.

The following rates apply for members or other individuals as indicated:

- \$80.00 – Non-members;
- \$70.00 - Members with no hours;
- \$40.00 - Members with 20 hours
- \$40.00-Documented Humane Society or “rescue” dogs, 4-H and Junior Members
- \$25.00 - Exempt Members. Exempt members include: instructors, officers, board members, all show committee chairpersons, membership chairperson, education chairperson, and "service" dogs.

Members with hours or exempt members will be given preference and placed at the top of any class waiting list.

Any exempt member that signs up for a class and does not show will not be allowed to sign up for the next class or must pay the full \$80.00 fee, if they wish to register in advance.

To qualify for reduced class rates, each member is responsible for keeping track of his or her own volunteer hours. All hours must be approved/endorsed by the appropriate committee chair, including the date and event. Proof of hours may be required by your instructor, so please have your documentation available for verification.

### **Handling Classes**

There will be no limit to the number of handling classes with paid instructors that will be sponsored by the Club, as long as the instructor agrees to a 75/25 split with the Club. On the other hand, should a paid instructor wish full payment, the Club will only sponsor one handling class of this type each year.

The cost of the paid instructor classes will be determined as follows:

- \$85.00 – Non-members;
- \$75.00 - Members with no hours;
- \$50.00 - Members with 20 hours;
- \$25.00 - Exempt members.

Drop-ins will not be allowed in classes with a paid instructor.

The cost of Run-Through Handling Classes will be as follows:

- \$5.00 Per Class      \$35.00-For the Eight Week Session
- \$15.00-For the Eight Week Session-exempt members and junior members with 10 hours Club service

**REGULAR INSTRUCTORS**

Instructors will be paid \$80.00 for each 8 week session. For example, if an instructor teaches 2 classes in one session, the instructor will be paid \$160.00. Sessions less than 8 weeks will be pro-rated. Payment will be made at the end of the session.

A recommended minimum of 6 or more dogs should be in a class before an additional instructor is paid.

There will be an allowance of \$300 per year for dog related seminars, books, tapes and classes for teachers and assistants (one must teach and/or assist 2 sessions in the same year in order to be eligible). The \$300 allowance does not carry over if not used in the calendar year.

**OTHER INSTRUCTORS (NON-HANDLING CLASSES)**

All proposed outside instructors must be submitted to the Education Committee for recommendation to the Board for approval *prior* to hiring of the instructor. Included with the submission should be the name and cost of the instructor, the course curriculum, and the dates of the course. Approval will be on a case by case basis. Any other instructor course must be offered to TKC members before offering to non-Club members. Cost will be in accordance with the fee schedule for Outside Instructor Handling Classes.

**SEMINARS**

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

**OUTSIDE INSTRUCTION**

The Talbot 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.

**BUILDING USE & MAINTENANCE**

Following are the rules, regulations and fees governing the use of the TKC building and facilities:

**Rates**

Instructors and exempt members (not for profit) - no charge

Members - \$8.00 per hour

Non-members (not for profit) – \$16.00 per hour, 3 hour minimum (\$48)

\*Non-Profit Organizations/Clubs - \$100.00 for 12 hours

\$150.00 weekend/2 days

\*Must rent through the Board.

No organization nor individual may use the building for profit without prior approval. Fees for individuals wishing to use the building for profit will be decided by the Board at the time of approval. All such uses must have Board approval at least 30 days prior to the planned activity.

The building is currently being used for evening classes...some members are working their dogs during day. A member must be present if a non-member is going to work his/her dog.

Agility equipment will typically be rented only in conjunction with a TKC event (e.g. a trial run the day prior to or following a TKC event as part of a cluster), and such rental must have Board pre-approval. The charge per day would be \$200 for equipment rental and \$100 for a custodian (TKC member in charge of the equipment). Electronic timers are not available for rental.

### **Building Use Rules**

1. You must be signed up ahead of time by contacting the Building Committee
2. If you are scheduled for a day which the Club needs the building...TKC activities take precedent.
3. **All equipment must be put away, the building must be swept up and cleaned up, heat and/or air conditioning and coffee pot is turned off.**
4. If you wish to borrow items from the building, i.e.. chairs, coffee pot, equipment, etc., you must contact the Building Committee first.
5. In the event that the outside training area door is locked, the outside middle door must be unlocked. The inside training door must be unlocked during events.

**Lock up and clean up procedures are clearly posted. IT IS EVERY CLUB MEMBER'S RESPONSIBILITY TO FOLLOW THESE PROCEDURES.**

Approved  
General Membership Meeting