



October 2019 Standing Rules

(Approved 10/14/2019)

Organizations benefit from establishing formal rules to fairly and effectively manage operations. Two types of governing instruments, bylaws and standing rules, detail specific policies and procedures to be followed by decision-makers in the conduct of business. Despite having the same functional objective, however, these two instruments complement each other and are not interchangeable. Bylaws are usually drafted at an organization's inception, while standing rules tend to be established as needed by committees or other subsets of management. Bylaws govern the organization as a whole and can be amended only by providing notice and gaining a majority vote. Standing rules can be adopted at any meeting without notice and can pass upon a simple majority vote of people in attendance. Standing rules are rules or resolutions that are of a continuing (or standing) nature. These rules deal with administrative matters and function under the umbrella of the organization's bylaws. Bylaws and standing rules are interrelated; however, their relationship is strictly hierarchical. Provisions in the bylaws always supersede any standing rule that may be adopted.

MEETINGS

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 all members of the date, time and location by e-mail or post, at least 15 days prior to the meeting. Members who have attended at least one meeting and are eligible to vote shall be sent the final slate of nominations.

General Meetings

General membership meetings will be held the first Monday of April, June, August, October and December. Meetings will take place at the TKC Club House at 7:00 PM unless the membership is otherwise notified, by e-mail or post, of a change at least 10 days prior to the meeting date. At the December Holiday Meeting, where food is served, no dogs are allowed other than "Service" dogs.

Board Meetings

Board Meetings will be held in March, May, July, September, November and January. The Board shall meet within 15 days after the Annual Meeting and Election for the purpose of appointing committee chairpersons. Additionally, each year at the January Board Meeting, the Board shall confirm Show Chairpersons for the following year's All Breed Shows, Agility Trials, Obedience/Rally Trials and any additional proposed activities such as Barn Hunt, Scent Work or Earth Dog Trials. Notification, in writing, by phone or by e-mail, will be made at least 5 days prior to the date of all Board meetings. The notification will include time and place of such meetings. Meetings may also be held by conference call at the Board's discretion.

ELECTIONS

Specifics for the conduct of elections are found in Article V of the Bylaws. Nominations can only be made at the December General Membership Meeting and elections are held at the February Annual Meeting. Any election requiring a secret ballot will be done in such a manner that the ballot cannot be traced to its origin. 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 tie-breaking vote 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.

MEMBERSHIP

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 Single Membership - annual dues are \$30.00.

Family Membership - annual dues are \$30.00 for the first person and \$15.00 for each additional person residing in the same household.

Junior Membership - annual dues are \$15.00.

Member in "Good Standing"

A member is considered to be in "Good Standing" after they have attended two meetings within 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.

SHOWS / TRIALS

Each year at the January Board Meeting, the Board shall confirm Show Chairpersons for the following year's All Breed Shows, Agility Trials, Obedience/Rally Trials and any additional proposed activities such as Barn Hunt, Scent Work or Earth Dog Trials. If desired by the Chairperson, the Board will also approve the designated Assistant Show Chairpersons. (e.g., at the Board Meeting in January of 2019, Chairpersons will be appointed for the 2020 shows/trials.)

All Breed Show Committee

The All-Breed Show Committee shall be chaired by the Show Chairperson for that year. Sub-committees may be added or deleted as needed by the Show Chairperson. The All-Breed Show Committee will be comprised of the Chairpersons of the following sub-committees and any additional committees deemed necessary:

Cluster - (Civic Center, Vendors, Advertising)

Obedience / Rally

Hospitality / Transportation

Site Control (building layout, grooming/crating space, etc.)

Trophy (Conformation/Obedience/Rally)

It is recognized that there are certain key functions that require extra time and monetary output when the Club sponsors a show/trial. The Club will allow the following compensations for the all-breed, obedience and rally shows held as part of the Eastern Shore Classic Cluster. Hotel rooms or RV parking will be paid for the Show Chairman and Obedience/Rally Chairman. An additional room (or RV parking) may be paid for the Transportation Coordinator, if time constraints dictate it. Any additional rooms (or parking) will be at the discretion of the Show Chairman. Key people will be provided lunch and/or may attend the Judges' Dinner.

Agility Trial Committee

The Agility Trial Committee shall be chaired by the Chairperson for that year. Sub-committees may be added or deleted as needed by the Show Chairperson. It is recognized that there are certain key functions that require extra time and monetary output when the Club sponsors a show/trial. Hotel rooms or RV parking will be paid for the Agility Trial Chairman, if needed. The Club will allow the following compensations:

Trial Secretary – \$500.00 for data entry, pretrial preparation and show duties. Additionally, the Trial Secretary will receive entries for two dogs all days of the trial, hotel, gas, lunch and Judges' Dinner for show dates. All other trial-related expenses (such as use of personal computer and printer, paper, ink, printing cost and office supplies required) will be reimbursed.

Trial Chair – This person receives entries for two dogs all days, lunch and the Judges' Dinner.

Chief Course Builder – This may be one or two persons who would each receive entries for one dog all days.

Chief Ring Coordinator - This person receives entries for one dog each day worked and lunch.

Key people will be provided lunch and/or may attend the Judges' Dinner.

Obedience/Rally Trial Committee

The Obedience/Rally Trial Committee shall be chaired by the Chairperson for that year. Sub-committees may be added or deleted as needed by the Trial Chairperson. It is recognized that there are certain key functions that require extra time and monetary output when the Club sponsors a show/trial. Hotel rooms or RV parking will be paid for the Obedience/Rally Chairman, if needed. Key people will be provided lunch and/or may attend the Judges' Dinner.

Barn Hunt Trial Committee

The Barn Hunt Trial Committee shall be chaired by the Chairperson for that year. Sub-committees may be added or deleted as needed by the Trial Chairperson. It is recognized that there are certain key functions that require extra time and monetary output when the Club sponsors a show/trial. Hotel rooms or RV parking will be paid for the Chairman, if needed. Key people will be provided lunch and/or may attend the Judges' Dinner.

Scent Work Trial Committee

The Scent Work Trial Committee shall be chaired by the Chairperson for that year. Sub-committees may be added or deleted as needed by the Show Chairperson. It is recognized that there are certain key functions that require extra time and monetary output

when the Club sponsors a show/trial. Hotel rooms or RV parking will be paid for the Chairman, if needed. Key people will be provided lunch and/or may attend the Judges' Dinner. The Club will allow the following compensations:

Trial Chair – The Trial Chair will receive entries for two runs per trial, lunch and may attend the Judges' Dinner. They will receive reimbursement for any supplies needed for the trial.

Trial Secretary – For the show dates the Trial Secretary will receive entries for two runs per trial, lunch and may attend the Judges' Dinner. They will receive reimbursement for any software and supplies needed.

Hide Steward (1), Ring Stewards (2-3), Runners/Staging (2-3), Official Timer (1) and Table Stewards (1-2) – These workers will receive lunch, drinks and snacks throughout the day.

Optional Trial Committees

The Trial Committee for optional activities such as Tricks or Earth Dog Trials shall be chaired by the Chairperson for that year. Sub-committees may be added or deleted as needed by the Trail Chairperson. It is recognized that there are certain key functions that require extra time and monetary output when the club sponsors a show/trial. Hotel rooms or RV parking will be paid for the Chairman, if needed. Key people will be provided lunch and/or may attend the Judges' Dinner.

COMMITTEES

The Board may add or delete committees, as it deems necessary. A list of committee chairpersons, with names, e-mail addresses and telephone numbers will be posted on the Club website. This list will include all regular committees plus the sub-committee chairpersons for the All-Breed Show. Also to be included on this list will be the Breeder Referral Coordinator and Parliamentarian. A hard copy will be provided to any member upon request. The Board shall meet within 15 days after the Annual Meeting and election for the purpose of appointing committee chairpersons for the following committees:

Standing Rules

The Standing Rules Committee will submit any necessary changes in the Standing Rules at the April and October meetings for approval by the General Membership. Any proposed changes to the Standing Rules will be e-mailed or mailed to the membership at least 15 days prior to those meetings.

Membership

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 Membership Committee is also responsible for tracking members in "Good Standing". The Recording Secretary will maintain a list of members attending each General Membership meeting. The list will be provided to the Membership Committee in order to verify a member's status.

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 American Kennel Club.

The Committee will provide the General Membership a current membership list that will be made available on the Club website. A printed copy will be available to any member upon request. The Membership Chair will also provide a list of all new members to the 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.

Sunshine

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 outpatient 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 who is ill or otherwise incapacitated.

Education

The Education Committee will be responsible for instructor qualifications, teaching policies and practices, and scheduling of classes for TKC.

Publicity

The Publicity Committee will be responsible for public relations (such as newspaper ads or articles, radio or TV interviews, etc.) for TKC.

Public Education

The Public Education Committee will be responsible for representing TKC by attendance and/or demonstrations at public events such as county or state fairs, "Bark in the Park", etc.

Website

The Website Committee will be responsible for adding and updating the Club website. The Club website will be utilized to provide information to members and to non-members about the Talbot Kennel Club, provide class information and schedules, links to show premiums, and contact information for Club officers and committee persons. A restricted "Members Only" area will be provided to members in order to access the membership list and General Meeting Minutes. All information found on the Club website is also available to members in a printed format as needed and requested.

Breeder Referral

The Breeder Referral Committee will be responsible for referring requests for specific breed information or puppies to TKC members or other reliable sources. 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.

Building (Maintenance & Use)

The Building Committee will be responsible for the maintenance of the building and scheduling use.

Auditing

The Auditing Committee will be responsible for the review of the previous year's books and bookkeeping methods. The committee will consist of the President, current Treasurer and two members in good standing.

FINANCIAL

Auditing & Taxes

The Board shall meet within 15 days after the Annual Meeting and Election to appoint a committee to review the previous year's books and review bookkeeping methods. The committee will consist of the President, current Treasurer and two members in good standing. If necessary, the committee may recommend that the books be audited by an Accountant different from the tax accountant. 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.

Club Expenses

Officers, Board Members and Committee Chairpersons may spend up to \$150.00 on Club expenses without prior Board approval. Any expenditure over that amount must have Board approval. The General Membership must also approve any single purchase over \$2000.00 before the purchase is made. **Members requesting reimbursement for Club expenses must provide a receipt and utilize TKC reimbursement forms to receive payment.** Reimbursement forms are located on the TKC website and printed copies are available if requested.

AKC Delegate Expenses

AKC Delegate expenses for trips to the AKC meetings will be paid by the Club up to \$2,000.00 per year. The Delegate must submit all receipts and reimbursement forms to the Treasurer for reimbursement.

Contributions, Contingency Fund, etc.

The General Membership may vote to send contributions to non-profit organizations, disaster relief organizations, etc. over and above the amount that the Board has pre-approved. A separate fund has been established by the Talbot Kennel Club, called the TKC Contingency Fund (Fund). The sole purpose of the Fund is to make bequests to members of the Talbot Kennel Club profoundly incapacitated or in a catastrophic economic predicament. Please contact a member of the Fund Committee for further information.

EDUCATION

TKC Member Instructors

Instructors and Assistant Instructors will be paid \$20.00 per class hour taught. Instead of pay and at their discretion, Instructors and Assistant Instructors may receive certificates of comparable value to be used for TKC classes and trial entries. A minimum of six or more dogs per class is required before an Assistant Instructor receives payment. The Education Chairperson may waive this requirement depending on the type of class.

Instructors are broken down into three levels:

Apprentice Instructor : These individuals have a desire to teach a training class. They must be approved by the Education Committee and must apprentice for at least two eight-week sessions with an approved Instructor. As they learn how the class is to be taught, they will assist the Instructor with the class, but will not be considered an Instructor. Apprentice Instructors will not be eligible for any monetary compensation or credits. Upon approval of the Education Committee, the Apprentice Instructor will move to the level of Assistant Instructor.

Assistant Instructor : These individuals have served as an Apprentice Instructor, but are not fully qualified to teach on their own. They are knowledgeable of rules, regulations and/or standards of the class they are working towards teaching. They must have assisted in teaching with a full Instructor for a minimum of two eight-week sessions before they can move to the next level. Assistant Instructors can fill in for the Instructor if necessary (sick, work, etc.) at the discretion of the Instructor.

Instructor : An Instructor is deemed to be fully qualified to teach students after having successfully trained and competed for at least two years. An Instructor must be knowledgeable of the rules, regulations and standards of the class they are teaching. Instructors who have trained an Assistant Instructor must assist the new Instructor for the first class the new Instructor teaches. The Education Committee can waive Instructor requirements if the committee deems that the person wanting to be an Instructor has the skills and experience necessary to effectively teach a class.

Outside Instructors

All proposed Outside Instructors must be submitted to the Education Committee for recommendation to the Board for approval **prior** to hiring of that 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 Outside Instructor taught 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 classes or as the Board deems appropriate.

CLASS FEES AND SCHEDULING

TKC Member Taught Classes

A session typically consists of eight one-hour classes, held over an eight-week period. Mini-sessions of four or six week's duration may also be held at the discretion of the Education Chairperson. The basic class fee for a TKC member taught class is \$100.00 for eight weeks. For classes less than eight weeks in length (or its equivalent in hours), the cost for the classes will be pro-rated based upon the length of the session. Class fees may be changed at the discretion of the Board based on the type and length of the class. Classes with four (4) or less participants may be canceled or combined with another class. The Education Chairperson may waive this requirement depending on the type of class.

For TKC member taught classes the following rates apply per session:

Non-members (basic, no discount) - \$100.00.

Members (no hours) - \$90.00.

Members (20 hours Club service) - \$60.00.

Under 18 Years Old (e.g. - 4-H, Scout and/or Jr. Show) - \$40.00.

Humane Society or "Rescue" Dogs - \$50.00.

These dogs are entitled to two sessions at the reduced rate, either Star Puppy followed by Family Dog or, for dogs beyond the age limit for Puppy, two sessions of Family Dog. Coupons are not usable if claiming the reduced rate. Any additional sessions will be at the regular rate. Documented Humane Society or "rescue" dogs that have attended classes at the \$40.00 rate prior to October 2017 will continue at that rate per session indefinitely.

Exempt Members - \$35.00.

Exempt members include Instructors & Assistant Instructors who have taught for at least 16 hours (two sessions) in the previous twelve months, Assistant Instructors, Officers, Board members, all Show Committee Chairpersons, Membership Chairperson, Education Chairperson, and "service" dogs.

Drop-ins are allowed at the Instructor's discretion and will cost \$15.00 per class for non-members and \$10.00 per class for all members. Changes in these rates can be made for individual classes at the Board's discretion.

To qualify for reduced class rates, each member is responsible for keeping track of his or her own volunteer hours. Members with hours or exempt members will be given preference and placed at the top of any class waiting list. Any exempt member who signs up for a class and does not attend will not be allowed to sign up for the next class or must pay the full \$90.00 member fee if they wish to register in advance.

The decision to cancel a class due to inclement weather will be made by the individual Instructor. Notification will be made by email or phone no later than 3 hours prior to the time of the class.

Outside Instructor Taught Classes

There will be no limit to the number of classes taught by an outside Instructor that will be sponsored by the Club, as long as the Instructor agrees to a 75/25 split with the Club. The Club will sponsor only one class by an outside Instructor if the Instructor does not agree to a 75/25 split, but instead requests full payment. The cost of the paid instructor courses will be determined by the Board on a case-by-case basis but, for a typical one-hour 8-week course, are:

Non-members (basic, no discount) - \$110.00.

Members (no hours) - \$95.00.

Members (20 hours Club service) - \$70.00.

Exempt Members - \$45.00.

Drop-ins will not be allowed in classes with an Outside Instructor.

Seminars and Events

All proposed seminars and events 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. Any Club seminar or event that will be held on the same date as another club-sponsored event must have prior Board approval.

Independent 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

These are guidelines only and may be changed if deemed appropriate by the Board. The following rules, regulations and fees govern the use of the TKC building and facilities.

For use of the building, the following rates apply:

Instructors and Exempt Members (not for profit) – no charge.

Member - \$10.00/hr. per person.

Non-Member - \$15.00/hr. per person.

Even if accompanying an instructor or exempt member, members and non-members owe the per hour rate. For independent use of the building, members must be members in good standing for at least one year and log 20 hours of work for the Club in the previous year. Non-members must accompany a member with allowed independent access.

Member Instructors (for profit) - \$15.00/hr.

For TKC Member Instructors who wish to give private, for-profit lessons. The lessons must be one-on-one.

Hourly Non-Profit Groups (e.g. for a meeting) - \$25.00/hr, 2 hr. minimum.

All-Day Non-Profit Organizations/Clubs - \$200.00/day, \$375.00 for 2 days.

No organization may use the building for profit without Board approval. All requests for "for-profit" organization use must be presented to the Board at least 30 days before the planned activity and cost will be set on a case-by-case basis.

For ALL building use, you should sign up at least 24 hours ahead of time by contacting the building committee. A Building Use Form must be filled out for each use. The building committee will try to balance the various requests for building time and members are expected to be flexible in accommodating the needs of all.

A TKC activity that necessitates the use of the building will take precedence over all other activities. The following priority is established for building use:

- 1) An instructor or exempt member scheduling the building for his or her own use;
- 2) Members;
- 3) Non-members;

- 4) For-Profit member instructor;
- 5) Non-member non-profit groups;
- 6) Non-member for-profit groups.

A pre-scheduled, pre-paid event, such as an hourly or all-day group meeting, would only be canceled or moved if TKC has a sudden need for the building.

All equipment must be put away after each use and you must leave the building neat and organized. As weather dictates, turn off or set back A/C and/or heat. No equipment or other TKC property can be removed from the building without approval of the Building Committee or the Board.

AGILITY EQUIPMENT RENTAL

Agility equipment may be rented by a club or group with Board approval. Any request must be presented to the Board at least 30 days prior to the event. The minimum cost for rental of equipment is \$300.00, plus expenses (gas, tolls), with a delivery charge of \$100.00 payable to the Club member delivering the equipment. Electronic Timers can be rented for \$50.00 per set. All fees are on a per day basis.

All equipment will be inspected prior to and immediately upon return. Any damaged equipment will be repaired/replaced by the group renting the equipment. A TKC member must accompany the equipment.

(These are guidelines only and may be changed if deemed appropriate by the Board.)