**TALBOT KENNEL CLUB**

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# October 2026 Standing Rules

(Approved 10/05/2026)

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.

## CLUB YEAR

The Club's fiscal year shall begin on the first day of March and end on the last day of February. For tax purposes the year runs from the first day of February and ends on the last day of January. The Club's official year shall begin immediately at the conclusion of the election at the Annual Meeting and shall continue through the election at the next Annual Meeting.

## MEETINGS

Typically, meetings are conducted in person, at either the TKC Club House or other designated location. However, if mandated by the State or local government, meetings may be conducted by Zoom or comparable Internet means, by telephone or by other electronic communication. If a quorum is verified, all actions and votes taken will be considered valid.

### 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 five 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 or Zoom (or comparable) 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. Only members in "Good Standing" may vote at any election. 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 meeting as the tie-breaking vote is taken. If any or all nominees are running unopposed, a single vote for that nominee or for the slate will be cast by the Corresponding Secretary.

## MEMBERSHIP

Each applicant for membership shall apply for membership by filling out a TKC Membership Form. In order for the application to be considered, all areas of the form must be completed. In addition, the applicant shall obtain the endorsements and signatures of two TKC members considered to be in "Good Standing". Accompanying the application, the prospective member shall submit dues payment for the current year (see below). Dues on any application for membership received after August 1st of any year shall be one-half the annual dues.

Family membership includes the immediate family: any person and his or her spouse or significant other (life partner) and/or his or her children residing in the same household. Each member of the immediate family who wishes to become a member must apply on an individual application and will be voted on separately.

All applications are to be read at the first general meeting of the Club following their receipt. Applicants for membership are required to attend at least one meeting of the Club, preferably the one at which the application is read, prior to any action of the Club. At the next Club meeting, the application will be voted upon and affirmative votes of three-fourths of the members present at that meeting shall be required to elect the applicant.

### Dues

During the month of January, the Membership Chair will send each member a statement of dues for the ensuing year. Annual membership dues shall be payable on or before the 1st day of March each year. Dues must be paid by check or money order and submitted, along with the TKC completed Membership Renewal and Dues Payment Form, to the address printed on the form. No dues 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 member of the immediate family residing in the same household who wishes to become a member.

*Junior Membership* - annual dues are $15.00.

### Member in "Good Standing"

A member is considered to be in "Good Standing" after they have paid dues for the year and any

other financial obligations to the club. They must also have attended at least two general membership meetings (either in-person or via Zoom (or comparable)) within the preceding 12 months, inclusive of the current meeting. In other words, having attended one meeting in the previous 12 months and present at this month's meeting would qualify them to vote on any issues before the general membership, including 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 2025, Chairpersons will be appointed for the 2026 shows/trials.)

If during any Talbot Kennel Club show, trial, event or class an exhibitor, spectator or dog is involved in an incident that results in injury or possible injury, an Incident Report will be completed by the Trial Chairman, Instructor or event organizer and forwarded to the President within 24 hours. Any serious incident will be reported to the President immediately. The email will include a description of what occurred, the name and contact information of the person/student involved in the incident, potential witnesses and responsible TKC personnel.

Compensations listed below apply only to TKC Members who are volunteer workers. No vouchers or certificates will be issued and no runs or other compensation will carry over. Outside hired professionals will be compensated as per their negotiated and signed contracts.

### 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:

Venue (Fairgrounds)
Hospitality / Judges' Transportation
Site Coordinator (building layout, grooming/crating space, etc.)
Trophy (Conformation)
Vendors

It is recognized that there are certain key functions that require extra time and monetary output when the Club sponsors a show/trial. Key people will be provided lunch and/or may attend the Judges' Dinner. Lodging or RV parking for key positions such as Show Chair, Assistant Show Chair and Site Coordinator may be provided as needed (distance traveled or necessity of being present to park RVs). Workers will be provided lunch and Key Workers 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. The Club will allow the following compensations for TKC volunteers:

*Trial Chair* – Hotel rooms or RV parking will be paid for the Agility Trial Chairman, if needed. This person receives entries for up to six runs per day worked, drinks, snacks and lunch and the Judges' Dinner.

*Trial Secretary* – $250.00 per day of trial for data entry, pretrial preparation and show duties.

Hotel rooms or RV parking will be paid for the Agility Trial Secretary, if needed, plus travel expenses. Additionally, the Trial Secretary will receive entries for up to four runs per day worked, drinks, snacks and 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.

*Chief Course Builder* – This may be one or two persons who would each receive entries for up to four runs per day worked and drinks, snacks and lunch.

*Chief Ring/Worker Coordinator* - This person receives entries for up to four runs per day worked and drinks, snacks and lunch.

*Workers* – People who work the trial receive drinks, snacks and lunch.

At the Chairman's discretion, additional key people 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.

*Trial Chair* – Hotel rooms or RV parking will be paid for the Obedience/Rally Trial Chairman, if needed. This person receives entries for up to two runs per day worked, drinks, snacks and lunch and the Judges' Dinner.

*Trial Secretary* – The On-Site Trial Secretary will receive entries for up to two runs per day worked, drinks, snacks and 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.

*Workers* – People who work the trial receive drinks, snacks and lunch.

At the Chairman's discretion, additional key people 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.

*Trial Chair* – Hotel rooms or RV parking will be paid for the Barn Hunt Trial Chairman, if needed. This person receives entries for up to four runs per day worked, drinks, snacks and lunch and the Judges' Dinner.

*Trial Secretary* – $250.00 per day of trial for data entry, pretrial preparation and show duties. Hotel rooms or RV parking will be paid for the Barn Hunt Trial Secretary, if needed, plus travel expenses. Additionally, the Trial Secretary will receive entries for up to four runs per day worked, drinks, snacks and 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.

*Chief Course Builder* – This may be one or two persons who would each receive entries for up to four runs per day worked and drinks, snacks and lunch.

*Chief Ring/Worker Coordinator* - This person receives entries for up to four runs per day worked and drinks, snacks and lunch.

*Workers* – People who work the trial receive a raffle ticket per day worked for a daily drawing, drinks, snacks and lunch.

At the Chairman's discretion, additional key people 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. For compensatory runs, Detective runs will count as two runs.

*Trial Chair* – Hotel rooms or RV parking will be paid for the Scent Work Trial Chairman, if needed. This person receives entries for up to six runs per day worked, drinks, snacks and lunch and the Judges' Dinner.

*Trial Secretary* – $250.00 per day of trial for data entry, pretrial preparation and show duties. Hotel rooms or RV parking will be paid for the Scent Work Trial Secretary, if needed, plus travel expenses. Additionally, the Trial Secretary will receive entries for up to eight runs per day worked, drinks, snacks and 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.

*Chief Steward* – This may be one or two persons who would each receive entries for up to four runs per day worked and drinks, snacks and lunch.

C*hief Worker Coordinator* – One or two people who each receive entries for up to four runs per day worked and drinks, snacks and lunch.

*Workers* – People who work the trial receive drinks, snacks and lunch.

At the Chairman's discretion, additional key people may attend the Judges' Dinner.

**Optional Trial Committees**

The Trial Committee for optional activities such as Tricks, Earth Dog Trials, CGC, FIT Dog, Fetch, ACT, etc. 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 and Secretary, 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 $50.00, will be sent to any member who is hospitalized for more than three days, convalescing after major surgery, or undergoing prolonged treatments such as chemo- or radiation therapy. Flowers or contributions 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). In both cases, delivery charges and tax will also be paid. 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.

**Year-End Awards**

The Awards Committee will be responsible for providing year-end awards to TKC members' dogs who have received both AKC and non-AKC titles during the past year. In order for the application for awards to be accepted, the dog receiving the award must be owned by the member applying for the award and the dog must reside in the member's household. The Club will provide at no cost to the member either: (a) wooden plaque and award tags or (b) blue starter and award crate tags. If member opts to have both blue and gold awards made, the member will pay the full cost for the gold awards.

The initial 9"x7" wooden plaque and 3"x5" gold starter plate bearing the TKC logo and with/without dog name is free. Additional wooden plaques (if the member fills up the first plaque or wishes to have a plaque made for each of their dogs) are $8.00 each. Yearly 1"x3" gold award tags are free for each dog receiving an award that year. If a member wishes to order duplicate tags, the award tags are $4.00 each.

The initial 2"x4" blue starter crate tags with TKC logo and with/without dog name is free for each dog. Additional starter crate tags (if the member wishes to have the same tag made for multiple crates) are $14.00. Yearly 1"x3" blue award tags are free for each dog receiving an award that year. If a dog owner wishes to have duplicate tags made, each tag is $9.00.

Please note that the above fees are based upon the costs charged by the vendor making the awards. Any changes in award fees will be determined before the call for awards has been issued to the membership.

**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, 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, 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 on or before April 15th or as stated by the Federal Government.

**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 $2,000.00 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.

**American Kennel Club (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 up to but not to exceed $2,000.00.

A separate fund, known as the TKC Contingency Fund (Fund), has been established by the Talbot Kennel Club. The sole purpose of the Fund is to make bequests to members of the Talbot Kennel Club who have been profoundly incapacitated by accident or health or have found themselves 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 receive a stipend of $30.00 per class hour taught. A minimum of six or more dogs per class is required before an Assistant Instructor receives compensation. 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 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 sessions before they can move to the next level. Assistant Instructors may 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 as the Board deems appropriate.

### Instructor Responsibilities

All instructors will collect funds for each class taught. A list of students and funds collected will be submitted to the Treasurer by the second class of the semester.

Instructors are responsible for setting up equipment as needed for each class and putting equipment away at the end of the class unless otherwise requested by another instructor. Instructors will ensure that all chairs are put away, trash is collected, no food left out, and lights and heaters/ACs adjusted as necessary.

If during any Talbot Kennel Club event an exhibitor, spectator or dog is involved in an incident that involves injury or possible injury, an email will be sent to the President by the instructor as soon as possible, but no later than 24 hours after the incident. Any serious incident will be reported to the President immediately. The email will include a description of what occurred, the name and contact information of the person/student involved in the incident, potential witnesses and responsible TKC personnel.

## COURSE FEES AND SCHEDULING

### TKC Member Taught Course

A course typically consists of six one-hour classes, held over a six-week period. Mini-courses of five or fewer weeks' duration or courses of seven weeks or longer duration may also be held at the

discretion of the Education Chairperson. Course fees may be changed at the discretion of the Board based on the type and length of the class. Courses with four or less participants may be canceled or combined with another course. The Education Chairperson may waive this requirement depending on the type of course. For course costs, a person is not considered to be a member until voted into membership. For TKC member taught courses the following rates apply per course:

*Non-members* - $135.00. Puppy, Family Dog I & II - $125.00
(basic, no discount)
*Members* - $105.00. Puppy, Family Dog I & II - $95.00
(basic class fee)
*Members* - $75.00. Puppy, Family Dog I & II - $65.00.
(20 hours Club service)
*Under 18 Years Old* - $40.00 (all classes).
(e.g. - 4-H, Scout and/or Jr. Show)
*"Adopted" or "Rescue" Dogs* - Puppy & Family Dog I & II - $75.00 each.
Dogs "adopted" from Humane Societies, Animal Control or other rescue organizations are entitled to two courses at the reduced rate ($75 each). The two courses could include Star Puppy followed by Family Dog I or, for dogs beyond the age limit for Puppy, two courses of Family Dog (I & II) or any combination of two courses from Puppy or Family Dog (I & II). Any additional sessions will be at the regular rate, dependent on the membership status of the owner. 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 course indefinitely.
*Exempt Members* - $50.00 (all courses).
Exempt members include Instructors & Assistant Instructors who have taught for at least 18 hours (three courses) in the previous twelve months, Officers, Board members, all Show/Trial Committee Chairpersons, Membership Chairperson, Education Chairperson, Website Chairperson and service dogs.

Drop-ins are allowed at the Instructor's discretion and will cost $25.00 per class for non-members, $20.00 for members, $15.00 for members with 20 hours Club service and $10.00 for Juniors and exempt members. Changes in these rates can be made for individual classes at the Board's discretion.

To qualify for reduced course rates, each member is responsible for keeping track of his or her own volunteer hours. Members with hours (at least 20 hours of service to the Club in the preceding 12 months) 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 course and does not attend will not be allowed to sign up for the next course or must pay the full $105.00 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 three hours prior to the time of the class.

**Outside Instructor Taught Courses**

There will be no limit to the number of courses taught by an Outside Instructor sponsored by the Club. The reimbursement of the Outside Instructor and the cost of the paid instructor courses will be determined by the Board on a case-by-case basis.

**Seminars and Events**

All proposed seminars and events must be submitted to the Board for approval **prior** to commitment to a presenter/instructor based on the TKC Standard Operating Procedure (SOP) for Seminars. 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**

The following rules, regulations and fees govern the use of the TKC building and facilities. These are guidelines only and may be changed if deemed appropriate by the Board.
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 have logged 20 hours of volunteer service for the Club in the previous 12 months. Non-members must accompany a member with allowed independent access.

*Member Instructors* (for-profit) - $20.00/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, requests should be made at least 24 hours prior to the use 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 use 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.

After each use, all equipment must be put away and the building must be left clean, neat and

organized. No equipment or other TKC property can be removed from the building without prior approval of the Building Committee or the Board. As weather dictates, turn off or set back A/C and/or heat.

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

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.