



Queen City Dog Training Club, Inc.

Constitution, Bylaws And Standing Rules

As Approved by the Membership at the **June 5, 2018** General Membership Meeting

Constitution & Bylaws Approved by AKC at the July 9-10, 2018 Meeting

Standing Rules Updated & Approved 11/1/2022 – Dues Simplification – goes into effect for new members voted into membership beginning 1/3/23 and for the 2024 membership renewal cycle.

Queen City Dog Training Club, Inc.

Constitution

Article 1

Name and Objects

Section 1. The name of the Club shall be:

Queen City Dog Training Club, Inc.

Section 2. Queen City Dog Training Club, Inc. is a corporation, not for profit, organized under and existing by virtue of the laws of the State of Ohio and located in Hamilton County, Ohio.

Section 3. The object of the Club shall be:

- a. to promote the training of purebred dogs;
- b. to disseminate knowledge regarding training, care, maintenance and responsible ownership of dogs;
- c. to conduct classes for the training of dogs and their handlers;
- d. to encourage the training of judges;
- e. to hold and support trials, tests, sanctioned matches and any other events for which the club is eligible under the rules and regulations of the American Kennel Club;
- f. to promote cooperation and good sportsmanship among its members in the training and exhibition of dogs.
- g. to advocate for the welfare of all dogs.

Section 4. The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from the dues or donations to the Club shall inure to the benefit of any member or individual.

Section 5. The members of the Club shall adopt and may from time to time revise such bylaws as may be required to carry out these objects.

Queen City Dog Training Club, Inc.

Bylaws

Article 1

Membership

Section 1. Eligibility. There shall be eight (8) types of membership open to all persons who meet the prerequisites specified in the Standing Rules who are in good standing with The American Kennel Club and who subscribe to the purposes of this Club.

- a. **Regular Membership** is open to all persons eighteen (18) years of age or older. Regular membership shall enjoy all club privileges including the right to vote and hold office. Any person who fulfills the required year as an associate member may apply for regular membership.

Regular members are expected to attend meetings and to volunteer to serve the club on a regular basis. Members who are not able or willing to meet these expectations are encouraged to change to Affiliate membership by notifying the Board.

- b. **Affiliate Membership** is open to all persons eighteen (18) years or older who have fulfilled the requirements for regular membership. Affiliate membership shall enjoy all club privileges except the right to vote, and the right to hold office.

Affiliate membership is encouraged for members who are not able to attend meetings or volunteer to work for the club on a regular basis, but who otherwise meet the requirements for regular membership.

Affiliate members may petition to the Board of Directors to return to Regular (voting) membership status during annual renewal, should circumstances change and they wish to participate more actively in the club.

- c. **Associate Membership** is open to all persons eighteen (18) years or older. Associate membership shall enjoy all club privileges except the right to vote, and the right to hold office. Any person who fulfills the following prerequisites may apply for associate membership:
1. Shall have actively participated in, instructed or assisted in the training classes of the Queen City Dog Training Club, Inc., for a period of six (6) months within the past 24 months. The option to instruct or assist training classes will be approved by the appropriate Training Coordinator (Obedience, Agility, Conformation, or Rally).
 2. Shall have attended at least two (2) regular meetings of the Club or fulfilled such service requirements as specified by the Board where it is shown that an applicant cannot attend two regular meetings.
 3. Shall have shown a willingness to serve the Club in some capacity, by completing a service requirement of at least 4 hours duration, while working toward their membership.

The Board of Directors may, at its discretion, waive the above requirements for the spouse/partner of a member or 2nd related adult living in the member's household. This person may not apply for Regular membership without completing all the above prerequisites.

- d. **Honorary Membership** is appointed by the Board of Directors or the Club membership to honor certain individuals for their contributions to the club. Honorary Membership shall enjoy all club privileges except the right to vote, and hold office.
- e. **Lifetime Membership** is open to all Regular Members whose age in number of years combined with the number of years of regular membership (voting) equals or exceeds the sum of seventy-five (75). Lifetime Membership is available to any person who meets these requirements and requests such membership status in writing to the Board of Directors.

Lifetime members are expected to attend meetings and to volunteer to serve the club in some way on a regular basis. Members who are not able or willing to meet these expectations are encouraged to change to Emeritus membership by notifying the Board.

- f. **Emeritus Membership** is open to all Regular Members whose age in number of years combined with the number of years of regular membership (voting) equals or exceeds the sum of seventy-five (75). Emeritus Membership is available to any person who meets these requirements and requests such membership status in writing to the Board of Directors.

Emeritus members shall enjoy all club privileges except the right to vote, and the right to hold office.

Emeritus membership is encouraged for members who are not able to attend meetings or volunteer to work for the club on a regular basis, but who otherwise meet the requirements for Lifetime membership.

Emeritus members may petition to the Board of Directors to return to Lifetime (voting) membership status during annual renewal, should circumstances change and they wish to participate more actively in the club.

- g. **Junior Membership** is open to persons nine (9) to seventeen (17) years of age who have obtained an AKC Junior Handler number. Junior Membership shall enjoy all club privileges except the right to vote and hold office. Junior Members may apply for regular membership upon reaching their eighteenth (18th) birthday.
 - 1. Any person nine (9) to seventeen (17) years of age, who has actively participated in the training classes of the club for a period of at least six (6) months within the past 24 months, or who has actively participated in the training classes of the Club for at least three (3) months and has received at least one (1) leg toward any AKC title, may, at the discretion of the Board of Directors, be granted Junior Membership status.
 - 2. The Board of Directors may, at its discretion, waive the training qualifications for the minor children of members.
 - 3. Junior Members are to be granted the same training and award privileges as members.
 - 4. The status and privileges of a Junior Member shall automatically cease on the Member's eighteenth (18th) birthday. The Junior Member then has the option of applying for regular membership.

- h. **Inactive membership** is open to all members eighteen (18) years or older. Inactive members shall enjoy all club privileges except the right to vote, hold office and train free or at reduced rates. Regular members may reduce their membership to Inactive upon written application to the Board of Directors. Reinstatement may be requested upon written application to the Board of Directors. By default, reinstatement will be to Associate or Emeritus membership as appropriate.

While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

Section 2. Dues. Membership dues shall be those amounts as set forth by the membership, but shall not exceed \$100 per year per member. Membership dues shall be payable on or before the first day of January of each year. No member may have club privileges if their dues are not paid for the current year. During the month of November, the Treasurer or his/her designee shall *provide notice to the membership* of dues/fees for renewal. Notice of any outstanding assessments will be sent individually.

Section 3. Election to Membership. After all eligibility requirements have been met, each applicant for membership shall apply on a form approved by the Board of Directors which shall provide that the applicant agrees to abide by the constitution and bylaws and the rules of The American Kennel Club and Queen City Dog Training Club, Inc. The application shall state the name and address of the applicant and it shall carry the endorsement of two voting members in good standing. The prospective member shall submit dues and fees payment for the current year with the application.

All applications for Regular and Associate Membership are to be filed with the Membership Chairperson, at which time the eligibility requirements shall be verified. This may take up to 30 days. Each application is to be read at the first meeting of the Club following verification of eligibility requirements. The names of applicants shall be published in PawPrints prior to being voted upon. At the next Club meeting, the application will be voted upon and affirmative votes of two-thirds (2/3) of the members present and voting by secret ballot at that meeting shall be required to elect the applicant.

Applicants for membership who have been rejected by the Club may not reapply within six months (6) after such rejection. Any applicant for membership who has been rejected three times may not reapply.

Section 4. Termination of Membership. Memberships may be terminated:

- a. **By resignation.** Any member in good standing may resign from the Club upon written notice to the Secretary; but no member may resign when in debt to the Club. Obligations other than dues are considered a debt of the Club and must be paid in full prior to resignation.
- b. **By lapsing.** A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid 30 days after the first day of the membership year; however, the Board may grant an additional 30 days of grace to such delinquent members in meritorious cases. In no case may a person whose dues are unpaid as of the date of that meeting be entitled to vote at that meeting. The lapsed member may request reinstatement of

membership status in writing to the Board of Directors prior to 60 days after the first day of the membership year. The current dues must be submitted with the written request.

- c. **By expulsion.** A membership may be terminated by expulsion as provided in Article VI of these bylaws. Any member who has been expelled by a membership vote may not reapply for membership.

Article II

Meetings and Voting

Section 1. Club Meeting. Regular meetings of the Club shall be held within the greater Cincinnati area each month, except July and August, on such day and at such hour and place as may be designated by the Board of Directors. Written notice of each such meeting shall be mailed or emailed to the membership at least ten (10) days prior to the date of the meeting. The quorum for such meetings shall be twenty percent (20%) of the members in good standing who are eligible to vote except as noted in Article I, Section 3.

Section 2. Special Club Meeting. Special Club meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board; and shall be called by the Secretary upon receipt of a petition signed by twenty-five (25) voting members of the Club who are in good standing. Such special meetings shall be held within the greater Cincinnati area at such place, date, and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed or emailed by the Secretary at least five (5) days and not more than fifteen (15) days prior to the date of the meeting, and said notice shall state the purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such a meeting shall be twenty percent (20%) of the members in good standing who are eligible to vote.

Section 3. Board Meetings. Meetings of the Board of Directors shall be held each month within the greater Cincinnati area at such time and place as may be designated by the Board. Notice of each such meeting shall be mailed or emailed by the President, Secretary or another designated member of the Board at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. Board meetings may be held via teleconference or videoconference if so desired.

Section 4. Special Board Meetings. Special meetings of the Board may be called by the President, and shall be called by the Secretary upon receipt of a written request signed or emailed by at least three (3) members of the Board. Such special meetings shall be held within the greater Cincinnati area at such place, date and hour as may be designated by the person authorized herein to call such a meeting. Written notice of such meeting shall be mailed or emailed by the President or Secretary or another designated member of the Board at least five (5) days and not more than ten (10) days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be the majority of the Board. Board meetings may be held via teleconference or videoconference if so desired.

Section 5. Voting. Each member of a voting class of membership in good standing whose dues are paid for in the current year shall be entitled to one vote at any meeting of the Club at which he/she is present.

Proxy voting will not be permitted at any Club meeting or election. For purposes of a quorum and those provisions requiring action by a percentage of the membership in good standing, only the number of members of a voting class of membership shall be counted.

Article III

Trustees and Officers

Section 1. Board of Directors. The Board shall be comprised of the President, Vice-President, Secretary, Treasurer and five (5) Trustees, all of whom shall be members in good standing. Officers shall be elected for one-year terms and the Trustees shall be elected for two-year terms at the Club's annual meeting as provided for in Article IV and shall serve until their successors are elected. The expiration of the terms of the Trustees shall be staggered so that at least two (2) positions are to be filled at each annual election. General management of the Club's affairs shall be entrusted to the Board of Directors.

Section 2. Officers. The Club's officers, consisting of the President, Vice-President, Secretary and Treasurer, shall be elected for one-year terms at the Club's annual meeting as provided for in Article IV and shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

- a. The President shall preside at all meetings of the Club and Board, and shall have the duties and powers normally appurtenant to the office of the President in addition to those particularly specified in the bylaws.
- b. The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- c. The Secretary shall keep a record of all meetings of the Club and of the Board and of all matters of which a record shall be ordered by the Club. The Secretary shall have charge of the correspondence, notify members of meetings, notify officers and trustees of their election to office, keep a roll of the members of the Club with their addresses, and carry out such other duties as are prescribed in these bylaws.
- d. The Treasurer shall collect and receive all monies due or belonging to the Club. The Treasurer shall deposit the same in a bank designated by the Board, in the name of the Club. The books at all times should be open to inspection by the Board and the Treasurer shall report to them at every meeting on the condition of the Club's finances and every item of receipt or payment not before reported. The Treasurer shall render an account of all monies received and expended during the previous fiscal year at the Annual Meeting or next regular club meeting. The Treasurer may be bonded in such amount as the Board of Directors shall determine.

Section 3. Vacancies. Any vacancies occurring on the Board or among the officers during the year shall be filled until the next annual election by a majority vote of all the then remaining members of the Board at its first regular meeting following the creation of such a vacancy or at a Special Board Meeting called for that purpose; except that a vacancy in the office of the

President shall be filled automatically by the Vice-President and the resulting vacancy in the office of the Vice-President shall be filled by the Board. Vacancies filled at the next annual election shall be filled for the unexpired term of the vacating Board Member.

Section 4. Removal of Board Members. Should any officer or Trustee fail to attend four (4) Regular Board meetings without just cause during a fiscal year, such Officer or Trustee may be removed from office by a two-thirds (2/3) vote of the Board and the same procedure as for a vacant office shall follow.

Section 5. American Kennel Club Delegate. The American Kennel Club Delegate shall be a member in good standing who shall be elected for a two-year term at the Club's annual meeting as provided in Article IV and shall serve until a successor is elected. The American Kennel Club Delegate shall be responsible for acting as a liaison between the Club and the American Kennel Club. The American Kennel Club Delegate shall not be a member of the Board unless separately elected to that position.

Article IV

The Club Year, Annual Meeting, Elections

Section 1. Club Year. The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December. 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.

Section 2. Annual Meeting. The annual meeting shall be held in the month of January at which Officers, American Kennel Club Delegate and the Trustees whose terms are expiring shall be elected for the ensuing term by secret, written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office immediately upon the conclusion of the election and each retiring officer shall turn over to his/her successor in office all properties and records relating to that office within thirty (30) days after the election.

Section 3. Elections. A majority vote of those present and voting shall be required to elect Officers, Trustees, and American Kennel Club Delegate. If a candidate for any of the offices does not receive a majority vote, run-off elections shall be conducted as specified in the Standing Rules.

Section 4. Nominations. No person may be a candidate in a Club election who has not been nominated. At least four (4) months before the Annual Meeting, the Board shall select a Nominating Committee consisting of five (5) members, not more than one (1) of whom may be a member of the Board. The Board shall name a Chairperson for the Committee and it shall be his/her duty to call a committee meeting at least three (3) months before the Annual Meeting.

- a. The Committee shall nominate one candidate for each office and AKC Delegate, if said term is expiring, who may, but need not be an officer or trustee of the Club, and as many candidates as there are expiring terms for the positions on the Board, and, after securing written consent of each person so nominated, shall immediately report their nominations to the Secretary in writing.

- b. Upon receipt of the Nominating Committee's report, the Secretary shall, at least two (2) weeks before the November meeting, notify the membership in writing of the candidates so nominated.
- c. Additional nominations may be made at the November meeting by any member in attendance, provided the person so nominated does not decline when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. Except for the position of AKC Delegate, no person may be a candidate for more than one position.
- d. Nominations cannot be made at the annual meeting or in any manner other than as provided for in this Section.

Article V

Committees

Section 1. The Board may each year appoint standing committees to advance the work of the Club in such matters as, training, trials, tests and sanctioned matches, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

Section 2. Any committee appointed may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

Article VI

Discipline

Section 1. American Kennel Club Suspension. Any member who is suspended from any of the privileges of The American Kennel Club shall automatically be suspended from the privileges of this Club for a like period.

Section 2. Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$25.00, which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly mail or email a copy of the charges to each member of the Board or present them at a Board Meeting and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the Club it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall fix a date of a hearing by the Board not less than three (3) weeks and not more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3. Board Hearing. The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, reprimand or suspend the defendant from all privileges of the Club for not more than six (6) months from the date of the hearing. If the Board deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow-members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

Section 4. Expulsion. Expulsion of a member from the Club may be accomplished at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The meeting shall then vote by secret ballot on the proposed expulsion. A two-thirds (2/3) vote of those present and voting at the meeting shall be necessary for the expulsion. If expulsion is not so voted, the Board's suspension shall stand.

Section 5. Sanction. The Board has the authority to investigate and sanction a member for violation of club rules and policies.

Article VII

Amendments

Section 1. Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent (20%) of the voting membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendation of the Board by the Secretary for a vote within three (3) months of the date when the petition was received by the Secretary.

Section 2. The constitution and bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed or emailed to each member at least two weeks prior to the date of the meeting.

Section 3. No amendment to the constitution and bylaws that is adopted by the Club shall become effective until it has been approved by the Board of Directors of The American Kennel Club.

Article VIII

Dissolution

Section 1. Dissolution. The Club may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the voting members. In the event of the dissolution of the Club other than for purposes of reorganization whether voluntary or involuntary or by operation of law, none of the property of the Club nor proceeds thereof nor any assets of the Club shall be distributed to any members of the Club but after payment of the debts of the Club its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

Article IX

Order of Business

Section 1. At meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Quorum determination
- Minutes of the last Board Meeting
- Approval of Minutes of Last General Meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the AKC Delegate
- Report of the Committees
- Election of Officers and Board (at annual meeting)
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

Section 2. At meetings of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of the President
- Report of the Secretary
- Report of the Treasurer
- Report of the Committees
- Unfinished business
- New business
- Adjournment

Article X

Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Club may adopt.

Queen City Dog Training Club, Inc.

Standing Rules

I. Dues/Fees and Dues/Fees Proration

- a. Membership dues include email distribution of the club newsletter, PawPrints. Members who do not provide a valid email address are required to pay an annual postage fee of twelve (\$12) dollars per year in addition to the dues and fees below. Dues and fees, payable by the annual Meeting, shall be set as follows:
 - i. Regular, Affiliate and Associate members shall pay dues of thirty (\$30.00) dollars per year, and a cleaning fee of twenty dollars (\$20.00) per year.
 - ii. Inactive members shall pay dues of fifteen (\$15.00) per year.
 - iii. Junior members shall pay dues of fifteen (\$15.00) dollars per year.
 - iv. Lifetime, Emeritus and Honorary members shall be exempt from payment of annual dues. Lifetime and Emeritus members shall pay a cleaning fee of twenty dollars (\$20.00) per year.
 - v. Honorary members are exempted from annual dues but must complete a renewal form for waiver of liability and directory updates.
- b. Inactive or Junior members who apply for Regular membership shall receive credit for the amount of dues paid during the same calendar year.
- c. **Membership application fees:** People applying for Associate Membership shall include dues / application fees of \$100 with their membership application. Those applying for Junior membership shall include dues / application fees of \$25 with their membership application. For those who are received into membership between September 1st and December 31st, these fees will also cover their dues for the following year. Those members received into membership before September 1st must still pay full dues for the following year.

II. Club Elections

- a. If no candidate for a Club office or American Kennel Club Delegate receives the votes of a majority of the members present and voting on the first ballot, the two (2) candidates with the greatest number of votes shall be voted upon again.
- b. If no candidate for the member of the Board of Directors receives a majority of the members present and voting on the first ballot, the three (3) candidates if two (2) vacancies are being filled, or the four (4) candidates if three (3) vacancies are being filled, with the greatest number of votes shall be voted upon again. The same number of candidates as vacancies are being filled then receiving the highest number of votes shall

be declared elected. If one or more candidate(s) for Trustee receives a majority vote on the first ballot, that candidate(s) shall be declared elected. A run-off election shall be conducted as described above to fill the vacancies for which a majority vote was not received on the first ballot.

III. Club Committees

- a. **General** – The responsibilities of all committees shall terminate on December 31st of each year, or until their successors are appointed.
- b. **Inventory** – The Chairman of the Inventory Committee shall make an annual written inventory of all Club property and shall present it to the Board of Directors, who shall be responsible for all maintenance, repair and replacement of all Club property, and for the procurement of new equipment.
- c. **Parliamentarian** – The President has the discretionary authority to appoint or retain a Parliamentarian, who shall advise in matters of parliamentary procedure.
- d. **Training Committees** – The Training Committees shall be chaired by the Training Coordinators. The Training Coordinators shall provide a “Training Manual”, which will contain pertinent and current Club training procedure, rules and information. This Manual will be subject to the approval of the Board of Directors, and shall be made available to all members. The Training Committees, with approval of the Board of Directors, shall establish membership training ring(s) for members’ use only. Training Classes on occasion may use ring(s); the use of ring(s) will be posted in advance.

IV. Club Financial Policies

- a. **Training Fees**
 - i. The Training fees for each class shall be those amounts as established from time to time by the Board of Directors.
 - ii. Any member in good standing who is incapacitated or otherwise prevented from training a dog or dogs owned by him may apply to the Board of Directors for permission to appoint an agent, not necessarily a member of the Club, to train a dog or dogs for him/her without additional fee. Each such request shall be considered by the Board of Directors on its merits. Application for such permission shall be made in writing, and the Board of Directors shall give written notification of its decision.
- b. **Budgets.** The Board of Directors has the responsibility for overseeing the operational expenses of the club, planning for future expenses, and ensuring that appropriate cash reserves are held in reserve for building maintenance and other club liabilities. As such, the Board must approve all expenses over \$100. Expenses under \$100 can be approved by any Board member.

- i. Budgets are the primary mechanism for requesting Board approval for expenses in support of an activity, event, or to support other regular club functions with annual expenses greater than \$100.
 - ii. All requests for reimbursement must include a receipt clearly showing the items purchased, date, vendor & cost.
 - iii. The Board may establish standing budgets for regular club functions.
 - iv. Budgets for events must be submitted to the Board for approval at least 30 days prior to the event.
- c. Reimbursement** of club-related out-of-pocket member expenses. All expenses must be pre-approved by the Board or be part of a budget submitted to and approved by the Board to be eligible for reimbursement by the Treasurer.
- i. Purchases made in support of an event should be covered by a budget submitted by the event Chairman, and can be authorized for reimbursement by that Chairman.
 - ii. Any board member can approve expenses up to \$100.
 - iii. All requests for reimbursement must include a receipt clearly showing the items purchased, date, vendor & cost.
 - iv. Approval for expenses for an event not covered by a budget must be submitted to the Board for approval at least 30 days prior to the event.

V. Club Awards and Recognition

- a. **Awards and recognition** - The Club will present appropriate awards to members whose dogs earn AKC-recognized titles. The Awards Committee shall recommend the process by which this happens. The Board has final approval on awards.
- b. **Presentation of Awards** –
 - i. **Monthly Presentations.** Awards for titles earned will be announced at the next regular meeting after eligibility.
 - ii. **Annual Awards.** The annual awards and gifts for the preceding Award year shall be presented at the regular January membership meeting. The Awards Committee shall recommend to the Board of Directors the manner in which the awards will be presented.

VI. Miscellaneous Club Policies

- a. **Attendance at Board Meeting** – Any member of the Club is entitled to attend meetings of the Board of Directors, and may, at the invitation of the Board of Directors, participate in the discussion.

- b. **Building Key Policy** – Any regular or lifetime member in good standing may request a building key. All key holders are required to pay a deposit in the amount approved by the Board of Directors. Any member who holds a building key must abide by the Building Key Policy as established by the Board of Directors. Sanctions or reprimands from the Board of Directors may result in a suspension or revocation of key privileges.
- c. **Floor Rules** – All members shall abide by the Floor Rules as established by the Board of Directors.

VII. Standing Rules: Status and Amendment

- a. **Status** – The parliamentary status of “Standing Rules” in the Club is that defined by Robert’s Rules of Order.
- b. **Amendments** – The Standing Rules may be amended or temporarily suspended by a simple majority of the members present and voting at any regular meeting, provided the proposed amendments or suspensions have been included in the notice of the meetings and mailed or emailed to each member at least two weeks prior to the date of the meeting.