

STANDING RULES

- SR1 A. A Member who begins the Club year as an Associate Member may change his/her status to Active Member one time during the Club year upon payment of the difference in annual dues.
- B. Active Members must participate in at least two (2) working activities of the Club during each year.

SR2 Funds shall be disbursed as follows:

Routine bills (paid personnel, rent, phone, PG&E and taxes) will be paid by check in the manner described in Article V, Section 3. All others will be paid only on approval of a majority of the members present and voting.

- SR3 Any Chairperson and his/her committee authorized to incur an expenditure shall render receipts and a full written report thereon at the next regular meeting of the Membership following the disbursements.

SR4 Directors and their duties shall be:

- A. The **President**, in addition to the duties outlined in the Bylaws, shall act as the AKC Educational Coordinator. He/she shall maintain an advertising program for new trainees. He/she may appoint Club Members to submit information on training classes etc. to local newspapers, Craigslist, etc. in order to maintain the advertising program. (11/2/2009)
- B. The **Vice President**, in addition to the duties outlined in the Bylaws, shall be in charge of fundraising events, including workshops, seminars, etc., which shall be subject to the approval of the Board of Directors. He/she shall from time to time secure speakers and/or programs of interest to the Club.
- C. The **Training Coordinator** shall organize and promote obedience Training classes. It shall be his/her duty to see that the classes are provided with training quarters and the equipment necessary to properly conduct classes. He/she shall see that adequate cleaning supplies and restroom supplies are available. He/she shall show proper receipts for purchases made. He/she shall have the desk supplied with schedules, rules and regulation forms, puppy class letters, beginning class letters, enrollment cards, diplomas and information to be given to graduating trainees. Any new information or changes to the above must be approved by the Board. He/she may ask other Club Members to make copies of the above materials. He/she shall keep an inventory of training equipment (leashes, collars and dumbbells) and order same so that adequate amounts and sizes are available for the first night of beginning classes. He/she shall provide a member to work at the desk each training night if he/she is not working at the desk. He/she shall train Members to work at the desk and provide desk workers with instructions on working at the desk. He/she shall present at each first night

(SR4 continued)

of all puppy and beginning classes even if another Member is working at the desk. He/she shall update starting dates of puppy and beginning classes. He/she shall at least once a week update class enrollments (check to see if the number of enrollees marked on the white board match the number of enrollees for that class in the file) and remove cards from the file when the class is finished and place rules and regulations in the correct binders. If he/she is not available because of vacations, sickness, etc., a Member may be appointed to carry out the Training Coordinator's duties and will receive free training for the period that the Training Coordinator is not available. The Training Coordinator's activities are subject to the approval of the Board and he/she shall give a report to the Members at each regular meeting at the Club.

- D. The **Social Director** shall arrange Club social events as from time to time may appear of interest to the Membership. With Board approval, he/she may appoint assistants as necessary. He/she shall maintain the Club snack bar in the facility and shall see that it is adequately stocked with bottled water, sodas, paper plates, cups, etc. for all training nights. He/she shall communicate with all infirmed Members and shall report same to the Membership via the regular Club meetings. He/she shall submit to the Treasurer proper receipts for supplies purchased, cards and postage and shall give a report at the regular Membership meetings of all expenditures, monies received and activities.
- E. The **Obedience Trial Secretary** shall have full authority and final responsibility, in conformity with the American Kennel Club rules and policy directions of this Club and it's Directors, over all dog shows given by the Club, including the following (subject to the approval of the Membership):
1. Correspondence with the AKC, including application, premium lists, marked catalogs and judges' books.
 2. Selection of show personnel, including judges, ring stewards, veterinarian, custodians; their appointment, notification and remuneration.
 3. The preparation, reproductions and distribution of premium lists, entry forms, catalogs, exhibitors' passes, other passes, tickets, judges' books, trophies, ribbons and publicity.
 4. He/she shall, with the approval of the Board, appoint a suitable number of Members as a Trial Committee to assist him/her at his/her discretion in any duties he/she may delegate to them in preparation for, or conduct of, all dog shows offered by this Club.
 5. Collection of all entry fees and trophy contributions.

(SR4 E continued)

6. Selection of show site, layout and installation of rings and equipment and announcement amplification.
 7. Conduct of show and report thereon to the Membership at the first regular meeting of the Club after the show.
 8. With Board approval, he/she may appoint, as necessary, assistants to act under his/her discretion as secretaries for sanctioned matches or tracking tests, if such are requested by the Membership.
- F. The **Treasurer**, in addition to the duties outlined in the Bylaws, shall see that there is an adequate stock of Club stationery and envelopes and order same when needed. If he/she is not available because of vacations, sickness, etc., a Member may be appointed to carry out the Treasurer's duties and will receive free training for the period that the Treasurer is not available. (rev. 4/5/2010)

SR5 Training

- A. Assistant trainers shall receive one puppy pass (one free class) for each beginning obedience class that they assist. (8/5/02)
- B. Club Members (one per evening) who work the desk shall receive one puppy pass (one free class) for each time they work the desk. (8/5/02)
- C. Trainers shall receive free obedience training while active trainers at San Lorenzo Dog Training Club. (9/9/02)
- D. Training passes shall be available for **Active Members**.
- E. Discount training shall be available for **Active Members**.
- F. A portion of fees paid by **Training Members** shall be considered as dues.
- G. The Treasurer and the Training Coordinator shall receive their dog training classes at no charge for the duration of their terms in office.
- H. Guide Dogs shall receive obedience training classes at no charge.
- I. Dogs adopted from a shelter or rescue shall receive a \$10 discount on beginning classes.
- J. Dogs belonging to **Active Members** shall receive a \$10 discount on beginning classes.

SR6 At the trainer's discretion, bitches in season wearing panties may be permitted in class. (8/1/05)

SR7 The time of the monthly Membership meeting will be 7:45 p.m. (1/02)

SR8 Votes cast by the Membership pursuant to Article V of these Bylaws, whether cast by hand or by secret, written ballot, shall be counted by two (2) Club Members, who shall be appointed by the president.

SR9 Club Members shall be allowed to enter their dogs in the San Lorenzo Dog Training Club Trial.

SR10 All outgoing Board Members are expected to attend the first Board meeting of the ensuing year.

SR11 A special honorary service award may be awarded to any individual upon two-thirds (2/3) vote of the Membership.

- SR12 The Board of Directors may engage the services of such full or part-time paid personnel as it may deem necessary, upon approval of the Membership.
- SR13 Trainer must be approved by the board and if not a member will, after filling out a membership form, become an associate member to be covered by insurance.
- SR14 If no active Member in good standing that has been a member for a year or more is available to serve on the board, a Member in good standing of three months or more may be elected to the board.
- SR15 Trainers (including assistant trainers) may receive up to \$150 a calendar year to cover cost(s) of seminar(s) they may attend during the year. (9/8/02)
- SR16 A back-up trainer must be approved by the Board and must be a member of the Club. (8/5/02)
- SR17 Trainers receive double pay for training an open class if there are over eight (8) dogs, double pay for training a utility class if there are over five (5) dogs. (9/9/02)
- SR18 Persons applying for membership in November or December shall pay the total amount for yearly dues instead of the pro-rated amount. This payment will cover their dues for the next year. (2/3/03)
- SR 19 An assistant trainer must be approved by the Board and must be a member of the Club. (2/4/08)
- SR 20 If a person applying for membership cannot attend a general meeting in the near future, he/she may fulfill the meeting requirement by helping at a Club function such as stewarding, set-up, take-down, club cleaning, re-taping mats, etc. Also, a member sponsoring the applicant must attend a meeting to tell other members about him/her prior to the vote for membership. (4/6/09)
- SR21 The fourth and fifth board members shall be the Legislative Chairman and a Past President. The Past President not necessarily the last past president a decision to be made by the board. (11/2/2009)
- SR22 The Board may appoint a Membership Chairman. The Membership Chairman's duties shall be to collect membership applications and inform applicants of the general meeting that they must attend. He/she shall notify applicants for Membership of their election or rejection. He/she shall send them a new member packet that consists of the "Welcome Letter", the letter containing Standing Rule 1, the Description of Obedience Events, a copy of the Constitution and Bylaws and a copy of the Membership Roster. He/she shall inform the secretary of the new Member's name, address, phone number, email address and dog(s) name and breed. He/she shall maintain in a Membership binder consisting of applications, Rules and Regulations signed by members and a record of the year that each member joined the Club in order to give an Honorary Membership to those that have been members for 25 years. (11/2/2009; rev. 4/5/2010)

- SR23 The value of a puppy pass is defined as follows: Puppy Class (6 classes) = 6 puppy passes [suspended 2/7/11]; Beginning Obedience (9 classes) = 9 puppy passes [suspended 2/7/11]; All other classes = 1 puppy pass per class. (2/1/2010; rev. 4/5/2010; partially suspended 2/7/2011)
- SR24 Members of the Club who have been members in good standing for 25 years shall be a) given an Honorary Membership in the Club and b) awarded a 25-year pin. (4/5/2010)
- SR25 Any existing Standing Rule may be temporarily suspended for the benefit of the Club if such suspension is approved by majority vote of members attending a General Meeting. (1/3/2011)
- SR26 A Family Membership includes all persons living under the same roof. No more than two (2) members belonging to a Family Membership can: a) cast a vote in the same election; b) serve on the Board at the same time; or c) use discounted training passes in the same class. (4/2/2012)