

# COLUMBIA BASIN DOG TRAINING CLUB

## STANDING RULES

A Standing Rule of a permanent nature may be adopted by a majority vote of all regular members and will remain in force until rescinded. The rules may be rescinded by two-thirds (2/3) vote of all regular members present without previous notice at a scheduled meeting. The rules may also be rescinded by a majority vote of all regular members present with previous notice at a scheduled meeting. The rules may be suspended for a single session by a majority vote of all regular members present. No standing rule shall be inconsistent with or contrary to the provisions of the Constitution and By-Laws. In all cases where "written" notification is addressed in the by-laws the membership will understand this to mean either written and sent via the US Postal Service or written and sent via electronic mail. Any references to signatures in the by-laws will be understood to incorporate electronic signatures on electronic mail as well.

1. Requirements for Membership. Have endorsement of two (2) members in good standing, attend at least one (1) regular meeting and participate in one (1) Club function.

2. Dues. Annual Dues shall be set as follows: Individual \$20.00, family \$30.00, junior \$10.00. Notification of Club dues shall be made in the December meeting notice. The dues for members admitted in December will be considered paid for the following year. All other months will be pro-rated at the rate of \$1.65 a month for individual, \$2.50 a month for family, and \$0.83 a month for junior.

### 3. Authorization of Expenditure of Club Funds

- a. The Board shall be authorized to commit expenditures up to \$300.00. Expenditures greater than this require approval of a two-thirds (2/3) majority of Club membership in attendance at any scheduled Club meeting, except as outlined below.
- b. Events requiring expenditures greater than \$200.00 shall require a budget prepared by the event chairman, which shall include an appropriate contingency item. The budget shall be approved in accord with Section 3(a) above. The chairman of the event shall be authorized to commit funds up to the budgeted amount. An accounting of the expenditure shall be presented at the Club meeting following the event.
- c. A budget for each fiscal year shall be prepared and submitted by the Treasurer and approved by the Board prior to the beginning of each Club fiscal year. Expenditures in excess of that budgeted shall require Board approval. An accounting of the expenditures shall be presented by the Treasurer at each Club and Board meeting.
- d. Once approved as outlined above, expenditures shall be made by a

CBDTC check prepared by the Treasurer. If unique circumstances prohibit this method of payment for expenditures, the Board shall approve the method of reimbursement for the expenditure.

4. Procedures for Judges for CBDTC Trials. The following shall be used to select judges for CBDTC Obedience, Rally, Agility Trials and Tracking Tests. The primary objectives are to provide a high quality judging panel and provide a means for the general members of the CBDTC to participate in the judges' selection process.

- a. The Trial Chairman (TC) shall review the AKC Judges' List for CBDTC Trials at least once per year (preferably within thirty (30) days following a CBDTC trial) and present the updated list to the general membership for their review.
- b. Judges will be selected from the AKC Judges' List by the TC. The TC will solicit input from the general membership at the first meeting immediately following the trial so that judges may be scheduled for the next's event. TC will be responsible for hiring judges that are available, have been recommended by the membership, and when possible, who have not judged our trial within the previous two (2) years.
- c. Judges' fees in excess of a reasonable allowance for expenses should not be paid.
- d. The TC should consider including on each judging panel (when it is economically feasible to do so) a judge outside the general area of the Pacific Northwest and/or a judge that is either provisionally approved or "newly" approved for a particular class.
- e. Every effort should be made to establish a judging panel at least nine months prior to the scheduled date of the trial.

5. Canine Currency. Each member in good standing is authorized to earn and use Canine Currency. Canine Currency is designed to reward members for their volunteer service to the club. The list of approved functions, the dollar allowances and the items that can be purchased with the Canine Currency are in accordance with the current Canine Currency list which is at the end of these rules. The Board may periodically adjust the Canine Currency program as needed to maintain it as a fair and equitable process.

6. Guidelines for Conduct of Members. Members are expected to promote high standards of ethics, mutual cooperation and sportsmanship at all times. Issues with other members should be resolved in a professional and courteous manner. Help other members to succeed and take joy in their accomplishments when they do. A success by any member is a success for all members.

Handling and training methods will be based upon humane training, kindness, positive motivation and reward. Exercise only sufficient firmness as each individual dog requires. Do not train while angry; bad temper from any handler, whether directed at a dog or another person has no place at CBDTC. Self defense or defense of another person or dog will be the only acceptable reason for severe handling.

Good sportsmanship is expected in the ring and outside the ring. Members must strive to present themselves in a manner which will always reflect credit upon and enhance the reputation of CBDTC as well as the sport of dogs. Members should treat judges, stewards and the general public with the utmost courtesy at any dog related event.

7. Training Guidelines. Dogs should be on lead at all times while in the building or in training classes, except when doing class work off lead as directed by the class instructor. In agility, dogs should be on lead or under full control when not running a course. Dogs under control means that people will keep their dogs close by and not on the end of a leash.

It is always the responsibility of the owner to clean up after his/her dog.

It is permissible to bring children; however, they must sit quietly and in one place throughout the session. Children should be advised to never approach a dog that is crated or reach fingers or hands toward a dog without first asking and receiving permission from the owner.

Any member, instructor or assistant who notes any dog, child, or adult whose behavior appears to pose a threat to the safety of that dog, child or adult or poses a threat of damage to equipment is empowered to intervene. Intervention can include directing an adult to remove a child, dog or him-or herself. The training instructor has full authority to dismiss any dog from his or her class that is, in the opinion of the trainer, a danger to the owner, other handlers, or other dogs.

Any unsafe incident, bite or dog attack must be reported to the training director who will report the incident to the Board. Dog bites must be reported in accordance with local statutes.

8. Use of Club Equipment. Club equipment has been purchased by the Club for the use of the Club. Any member may borrow equipment; however, they must sign a release for it, pick it up, deliver it back to its original location and return it in good repair. If equipment has been damaged, the Club member will be responsible for the repair. Use of equipment may be denied if it is needed for a class or other scheduled activity.

9. Procedures for Handling, Storage and Towing Club Trailer. The Club trailer exists solely for the use of the Club and for the purpose of moving agility and/or obedience equipment from location to location for classes, demonstrations, matches, or seminars. The Club equipment will be neatly stored to optimize space in the trailer when not in use. The trailer will be parked at the home of a volunteer Club member that has the space and

is willing to allow storage. The trailer will be loaded with equipment that does not exceed the manufacturers recommended weight restrictions on the trailer to ensure the safe towing of the vehicle.

The Club will maintain adequate liability insurance on the trailer and its contents. As the Club does not own a motorized vehicle, the membership must provide for a volunteer with an adequate vehicle equipped to tow the trailer. Although all efforts to volunteer are always appreciated, there must be limits to insure safe operation. The towing vehicle must have current vehicle tags, registration and insurance. The towing vehicle must have a large enough towing capacity so as not to exceed the manufacturer's recommended weight. The towing vehicle must have all safety equipment, lights, and signaling devices in working order. The operator must have current insurance, a valid driver's license and be at least twenty one (21) years of age.

Under no circumstances will the trailer be authorized for private use by Club members.

#### 10. Duties of Officers, Directors and Committees.

##### A. Officers:

1. **President-** shall preside at all meetings of the Club and the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those specified in the by-laws and standing rules. The President's responsibilities include, but are not limited to:

- Representing the interests of the Club in community affairs
- Providing an official contact for the Club
- Directing the club to support the spirit and the objectives of the Club
- Helping and directing the Club to realize specific goals of the Club

2. **Vice President-**shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity. The Vice President shall be concerned with sustaining and increasing membership. This should include hospitality, individual help and direction. The Vice President shall chair the awards committee and administer the Canine Currency Program.

3. **Treasurer-** shall collect and receive all monies due or belonging to the Club. Monies shall be deposited in a bank designated by the Board in the name of the Club. The books shall at all times be open to inspection by the Board and report shall be given at every meeting on the condition of the Club's finances and every item of receipt or payment not before reported, and at the Annual meeting, a written accounting shall be rendered of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

4. **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: have charge of correspondence, notify members of meetings, notify new members of their

election to membership, notify officers and directors 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 by-laws.

5. **Board Members-** shall be actively involved in the Club; they shall be readily accessible to the membership and act as liaisons between the membership and the officers/directors. Board members should be involved in public outreach and hospitality. The Board members are encouraged to head committees.

B. Directors:

**Training Director** -will insure that the training needs of the Club are met and that appropriate classes are held to provide dog training services to the community. He/she will arrange locations for training, and provide clean up equipment and make sure that dogs are trained in a safe environment. He/she will ensure that qualified instructors teach classes, and that appropriate help is given to the instructors.

C. Committees:

The following committees will be formed as required throughout the year. Additional committees not noted here may be formed as needed.

1. **Trial Committee**

Trial Chairman- The trial chairman coordinates with AKC, other Kennel Clubs and agencies to organize and arrange trials, or other events sponsored by the Club. The trial chairman arranges for judges, location, and sets up premium lists for the trial. The trial chairman heads a trial committee that procures trophies, prepares grounds and provides and trains stewards.

Trophy Chairman- Works with trial chairman on premium list. Inventories, stores, plans, and purchases appropriate trophies for trials. Helps organize awarding of trophies on trial day.

Head Steward-Provides, trains, and schedules stewards needed for trials and events. The head steward is required to be in attendance at the trial or event and must continually coordinate the activities of the stewards to insure seamless coverage of all of the rings.

Grounds and Equipment Staff- Arrive early at trial, insures rings are clean of leaves, debris, etc, and that tables and chairs and trophy tent are set up and adequate, as well as barrier for sits and downs or any other special needs. Arranges for the movement of necessary equipment for trials and activities.

2. **Training Committee-** Coordinates scheduling and organizing of training activities with the training director.

2.a. Obedience Chairman- Schedules and organizes obedience classes and activities for the year and encourages and recognizes Club members' successes in obedience.

2.b. Tracking Chairman -Schedules and organizes tracking classes and activities for the year and encourages and recognizes Club members' successes in tracking.

2.c. Rally Chairman- Schedules and organizes rally classes and activities for the year and encourages and recognizes Club members' successes in rally.

2.d. Agility Chairman- Schedules and organizes agility classes and activities for the year and encourages and recognizes Club members success in agility.

2.e. CGC- Organizes CGC classes and certification activities for the year. Encourages and recognizes Club members' successes in canine good citizenship.

2.f. Pet Therapy – Organizes therapy activities, classes, informs membership about therapy activities that are available, and provides information to the membership about pet therapy. Acts as a liaison between organizations requesting therapy visits and the therapy teams within the membership. Encourages and recognizes Club members' successes in therapy work.

2.g. Miscellaneous Events- Organizes other training and performance activities for the Club that are of interest to the membership which may include but not be limited to canine freestyle, earthdog, lure coursing, flyball, herding, etc.

3. **Building Committee**- The building committee is responsible for all activities concerning fund raising, coordinating activities toward the procurement of land, designing and erecting any future CBDTC building.

4. **Non Profit Activities** - Non Profit Activities - The Columbia Basin Canine Training Association (CBCTA) is a separate arm of the CBDTC and is responsible for any activities that are of a charitable or service nature, to include fund raising activities. The CBCTA is a non profit 501(c)(3) organization. The CBCTA coordinates with public outreach, CGC, and pet therapy in order to provide educational services to the local community and maintain non-profit status.

5. **Publicity and Hospitality Committee**- Publicizes classes and special events to the public. Helps plan and execute fund raisers or other special events in coordination with the building committee. Publicity includes but may not be limited to the below list:

Website  
Posters  
Contacts  
Newspaper

Radio

Television

*Hospitality* - Club member welcomes new members, helps direct them to people that would share interests or be able to give experience needed. Organize Christmas Party and gift exchange. Provides for lunches, snacks, etc for seminars.

*Special Demos* - Coordinates with Club members to provide special events where needed, within the Club and community. This may include regular obedience or agility demonstrations, or it may be a special event such as a drill team or freestyle depending on needs and interests of Club members.

*Pet Therapy* - Provides training and keeps track of Club dogs used for therapy and any type of service dogs.

*Webmaster*

Shall maintain a Club Website, promptly update announcements and schedules, and provide information of interest to Club members and prospective members.

**6. Awards Committee** – The awards committee will be chaired by the current Vice President and administered in accordance with the current Awards Program Guidelines. It is the intention of CBDTC to recognize the accomplishments of all members. It is incumbent on the member to notify the Vice President of any titles earned with scores by submitting the Club awards nomination form. Titles and degrees awarded by all nationally and internationally recognized dog organizations will be recognized by CBDTC. Certifications recognized are limited to the AKC CGC (Canine Good Citizen).

From time to time the Board of Directors may vote to award a special honor to a member who has shown outstanding achievement in the field of dog sports. The outstanding achievement may be defined as achieving the highest title in any area of performance or companion events or may be defined as the highest achievement the working team is capable of attaining.

Annually, a dog handler team will be recognized for community service. The recipient must be nominated by another member on the Club awards nomination form. The nominees will be voted on and selected by the Board of Directors at the November Board meeting.

**7. Newsletter Editor** – The newsletter may be published by one individual or by committee. The Editor may be the Club Secretary but it is not the responsibility of nor is it recommended that the secretary hold this position. The newsletter should be published regularly but it is not required monthly. The newsletter will be sent out electronically and will be posted on the website.

**8. Librarian** – The librarian will maintain the Club's training library and will make publications available for members to sign out. The current library list is maintained on the website. Individuals desiring materials will contact the librarian and make arrangements. The librarian should periodically review new training

publications and recommend and secure authority to purchase current books, videos or DVD's. It is recommended that three (3) new items be purchased for the library annually.

These Standing Rules may be revised at any regular Club meeting by a simple majority of those voting.

Current Standing Rules accepted by majority vote on:  
March 10, 2008

Following amendment to these Standing Rules was  
accepted by majority vote on:  
September 8, 2008

Standing rules:

**Section 10 Duties of Officers, Directors and Committees C. Committees 2.  
Training Committee 2.h. Equipment Chairman**

The Equipment Chairman will provide the following services and report to the CBDTC Training Director:

Excess or repurpose old equipment. Determine, propose and suggest the purchase of new equipment for the club. Coordinate how to get equipment to a location for a seminar, event or training class as requested in advance by a the training director and/or board of directors. Know the whereabouts of all club equipment and maintain an inventory with estimated costs for insurance purposes.