



Columbia Kennel Club Inc.

Proposed Standing Rules & Committee Responsibilities

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Board approved 5/1/1996
Updated 10/2002



Columbia Kennel Club Inc.

Columbia Kennel Club Proposed Standing Rules

Standing Rules are those rules that relate to the details of an organization's administration. They are rules adopted to cover day-to-day workings and should be used in conjunction with the Constitution and By-Laws to offer continuity of the organizations government. The Standing Rules will never replace, amend, or override any AKC rule, Regulation, Directive, AKC Board Policy, the AKC Show/Trial Manual or the By-Lays and Constitution of the Columbia Kennel as approved by the AKC. In the event that this does occur, the Standing Rule will be amended, or deleted, immediately. When the Standing Rules address subjects that are also addressed by the AKC, the Standing Rules are to be considered an addendum to AKC documents.

Rules

1. The Standing Rules will be reviewed on an annual basis.
2. Standing Rules may be amended or changed by any proposal being submitted in writing and read at a regular meeting and noticed of the proposed amendment subsequently being mailed to all members by the Corresponding Secretary and acted upon at the next regular meeting. A vote of all members present and voting is necessary for its adoption. The proposed Standing Rule may be amended by 20% of the members present in Good Standing and voting.
3. The Club Colors shall be Blue and White.
4. Dues are \$25 for family members and \$20 for individuals.
5. Members in Good Standing are the voting members of the Club. In Good Standing means they have attended at least 6 meetings.
6. Memberships available are Individual, Family or Partnership, Individuals and Associates. Associates have not met the requirement of attending 6 meetings of the previous 12.
7. Prospective members are required to attend two general membership meetings with a six month period. Prospective members submit their application at their first meeting, and on the second meeting it is read for the first time and then read a second time at the next meeting.
8. Lifetime membership may be awarded by the Board to members of the Club who have rendered service to the Club for a minimum of ten years, who are in good standing with the American Kennel Club, and who subscribes to the purposes of the club. Rendered Service consists of at least six months of meeting attendance per year, service on committees; hold office, volunteer at the show, match, or handling class or any other Club designated activity.
9. Effective January 2016, the requirements for a member to be considered 'in good standing' and eligible to attend the Annual Awards Dinner paid by CKC/ or attend reduced fee training classes are as follows:
 - a. Attend a minimum of 6 of the scheduled meetings per year.
 - b. Donate a minimum of eight (8) hours at the annual CKC dog shows or training sessions offered by the Club, or
 - c. Perform other verifiable work for the benefit of the CKC approved by the Board.
 - d. Single memberships are allowed one guest at the Annual Awards Dinner (providing they are in good standard and meet qualifications)
 - e. Family memberships are allowed one guest per family membership at the Annual Awards Dinner. All family members of a family membership are allowed to attend the Annual Awards Dinner so long as one member has met the attendance and volunteer requirements.
 - f. Under meritorious circumstances, the attendance requirement could be waived at the Board's discretion due to illness or accident.
 - g. Lifetime members are exempt from the requirements above.



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10. The Club shall hold a general meeting each month except February or by agreement of a majority of the board. Meetings are to be held the 2nd Tuesday of each month at the Lourie Center.
11. The Club shall publish and make available on the website and via email monthly minutes report with summary of the last month's minutes, notice of date, time, location and calendar of events for the next month's meeting on the membership side of web site.
12. A short meeting for elections shall be held in December with a Holiday Party to follow.
13. The Treasurer's Report will be circulated during each meeting and filed after the meeting with the Recording Secretary.
14. Any decision requiring a change in, or setting aside of, any adopted policy or Standing Rule of the Club may be proposed at any meeting but may not be voted upon sooner than the next regular (General) meeting. This applies only to procedures-not every order of business. The monthly minutes will print an explanation of the proposed change for the benefit of absentees.
15. All matters to be voted upon by the membership at any meeting will be presented to the President and placed on the agenda prior to the Board meeting for that month.
16. Questions requiring immediate decisions because of time constraints, may be determined by a majority vote of the members in attendance at the regular or specially called membership meeting, and will be effective for that single situation only.
17. The current Officers and Committee Chairs will make a Calendar of proposed events for the year. This Calendar is to be presented by the March meeting.
18. The following Committee appointments are to be made by the March meeting:
 - a. Annual Show Chair for the following year
 - b. Match Chair
 - c. Awards Chair
 - d. Repair and Maintenance (Trailer)
 - e. Program & Special Events
 - f. Historian
 - g. Librarian
 - h. Public Relations & Publicity
 - i. Legislation Information
 - j. Audit
 - k. Handling Coordinator
 - l. Hospitality
 - m. Sunshine (Remembrance)
19. Elections Process
 - a. Elections for CKC Officers and Board members will be conducted as outlined by the Constitution and By-Laws.
 - b. A nominating committee will be selected by the board comprised of 3 members to include one member of the board and to be chaired by an individual not currently serving on the board. The nominating committee will be announced at the August general meeting.
 - c. The Nominating Committee will present a slate of officers to the general membership by the September general meeting. All nominees must have been reviewed by the Nominating Committee to be eligible to serve as outlined within the guidelines of meeting attendance.
 - d. The Corresponding Secretary will provide the presented slate of officers to the general membership.
 - e. Open nominations will be accepted during the general meeting in October. The nominee must have been notified by the presenter prior to the nomination and either attend the meeting to



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accept the nomination or provide written acceptance of the nomination at the time the nomination is presented.

- f. Election process will be conducted as outlined in the Constitution and By-Laws.

20. General Committee Guidelines

- a. All Chairs, elected or appointed, are responsible for the selection and function of their committees. If the Chair cannot effectively complete their term, it is their responsibility to get help or ask to be replaced. If they cannot effectively perform the duties of the committee and do not resign, the Board may, after giving written notice of their intent, appoint a replacement.
- b. All Committee Chairs are to prepare a written report at the end of the Club year to be passed on to the incoming Committee appointees. This report will contain all information about the committee activities during the previous year, including a financial accounting of any funds collected or spent. This report will be turned in to the incoming President at the March meeting.
- c. Each committee needing one will have a beginning budget with which to handle the responsibilities of their committee. The budget will vary according to the need. When funds are used, the Treasurer will deduct the amount from the budget. If all funds are used before the end of the Club year, and if money is needed, the Committee Chair will submit a request to the Board with the reason why additional money is required. Because of IRS requirements, vouchers for all purchases, with receipts attached, are to be filled out and turned in to the Treasurer indicating what the Club money was used for. Funds from the yearly budget amount need not have prior approval for payment; however, vouchers must always be filed.
- d. The number of people on each committee, other than the Committee Chair will be decided by the Committee Chair or, in certain cases the Constitution.
- e. **All Standing Committee Chairs are to provide the President and the Secretary with updated copies of all guidelines and procedures when changes are made.**

21. Show Committee

- a. The Show Committee shall consist of Show Chair and Assistant Show Chair along with other members the Committee deems necessary for the operation of the Show.
- b. The Show Chair will choose his/her committee including the Judges Selection Committee, subject to Board approval.
- c. The Show Chair will make any and all decisions pertaining to the Show within the structure of the rules and the Constitution. He or she will bring to the Membership, whenever possible, a questions that might involve changes in policy or tradition. In the event that time does not allow a group decision, a poll of the Board will be made and that decision will be considered binding for that show only.
- d. There will be at least three (3) Show Committee meetings prior to the show.
- e. All Show Committee persons will make a written report to the Show Chair which will include a financial summary of any funds for which the committee is responsible, i.e. trophies, catalog, ads, parking, etc. The Show Chair will be turned in to the President, with a copy being given to the Corresponding Secretary, and a copy for the next year's Show Chair. All show records will be kept in the club's file. The financial accounting report will be included with an additional copy given to the Treasurer.
- f. The Treasurer shall submit a report on all expenditures and income from the show within 120 days of each dog show. The Cluster Treasurer will provide our Club with an accounting of the income and expenses within 90 days of the show.
- g. It is recommended that the following awards be considered as "standard" which Columbia Kennel Club will be responsible regardless of donations.



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- i. Best In Show; Reserve Best in Show-these awards shall be consider to be of equal stature and the prizes to be commensurate with the win.
- ii. Best Junior Handler (Or other Special Class)-these awards shall be considered to be of equal stature and the prizes to be commensurate with the win.
- iii. Owner Handler Series
- iv. First in Each Group-Rosettes: Group placements 1-4.
- v. No trophy will be acknowledged or purchased for any person unless paid for by the deadline set by the Show Committee. No person indebted to the Club will be allowed to donate a trophy.
- vi. **The following persons will neither enter not exhibit at the Cluster Show: Show Chair, Assistant Show Chair, and Judges' Selection Committee, Hospitality, Treasurer, President and any Club member who has contact with judges.**

22. Match Committee

- a. The Match Committee will consist of Match Chair along with such other committee members the Chair deems necessary for the operation of the Match.
- b. The Match Chair will make all decisions for the match within the structure of the Constitution and Rules.
- c. All Judges will be selected by the Match Chair and/or the Committee.
- d. The classes to be offered are at the discretion of the Match Committee.
- e. Trophies will be given at the discretion of the Match Committee; however, Columbia Kennel Club will assure that at least the Best in Match (Puppy and Adult) receive a trophy. Ribbons are to be given for Group Placements (Puppy and Adult). All other Wards are to be given according to AKC Match Rules. Donations are encouraged.
- f. A written report, including a financial accounting will be made by the Match Chair and turned into the President with a copy going to the Treasurer. This should be done as soon as possible following the match. Treasurer to review entries and fees from the match.

23. Auditing Committee

- a. All records and books of the Columbia Kennel Club, Inc., shall be audited by three (3) club members one of whom is a Board member, at least quarterly.
- b. If the Club elects not to bond the Treasurer, the Treasurer cannot write checks to themselves, or family members.

24. Awards Committee

- a. This Committee shall be responsible for all awards presented at the Awards Presentation.
- b. Standing Awards are to be as follows: The calendar year for Awards only, shall run from January 1 through December 31. Any AKC title earned during this fiscal year is eligible for an award.
- c. The Committee shall recommend the nature and types of awards to be considered for that year, at the August meeting. Any nominations for any special awards must be submitted in writing, and be in the hands of the committee by September 30.
- d. Applicants must have been a member at the time the dog finished the AKC Title.
- e. The member must own or co-own the dog.
- f. No one in debt or under obligation to the Club will be eligible for any award.
- g. The committee shall be responsible for collecting all nominations and information regarding awards. Further, a form will be made available to the membership on which to list any eligible titles completed and will be responsible for all letters and other paperwork connected with obtaining Special Awards.



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- h. Anyone wishing to nominate a member for a special award must do so within the dates and times listed above.
- i. The annual written report of this Committee will include a list of all awards (standard and special) given that year and must include a financial accounting given to the President and the Treasurer.

25. Judges Selection Committee

- a. This Chair shall be appointed no later than January, two years preceding the show for which he/she is to select Judges.
- b. The Committee Chair Shall appoint any number of people necessary for the operation of this committee.
- c. This Committee will be responsible for the selection of all Judges for any point shows. All breed, group, Jr. Showmanship assignments will be made by this committee in consultation with the Cluster Chairperson.
- d. This Committee will have the option of making all arrangements with, and for, the Judges of the Columbia Kennel Club Shows; and with the Cluster Chair.
- e. This Chair will submit the names of the Judges, addresses and proposed assignments to the Show chair and with the Cluster Chair.
- f. This Committee will provide names, addresses, phone numbers and assignments of each Judge to the Hospitality, and the Transportation coordinator and also a list of the Judges and their fees to the Treasurer and the Cluster Chair. A copy of the signed contract should be given to the Treasurer so that we can reimburse per the contract.
- g. Members of this committee will neither enter not exhibit at the show for which they have selected judges.

26. Repair and Maintenance Committee

- a. The Committee Chair will appoint a committee to make, and keep current an inventory of all equipment belonging to the Club. A complete list of inventory will be posted in the trailer.
- b. The equipment will be checked at least one (1) month before each Show or Match to be sure everything is in good repair. They will arrange to have any necessary repairs made.
- c. The Committee will consult with the Show or Match chairs as to what will be needed for their event and will assist in getting the necessary equipment to the event site. They will also see that all of the equipment is returned to the club trailer at the end of the event.
- d. The Committee will make recommendations for any additional equipment needed and their annual report will list any new equipment, the date purchased, and the cost. This report will include reference to any equipment they feel will need replacement or major repairs in the coming year.
- e. This Committee will be responsible for seeing that NO member or other individual or group removes equipment from the Club Trailer for use other than at Club Matches or Shows, without the written permission from Board of Directors.

27. Program and Special Events

- a. This Chair will arrange for some type of Educational or Informative program at least four (4) times during calendar year.
- b. A time limit for such programs should be established between the Committee and the President.
- c. An announcement in the Minutes will be sent, describing the nature and type of program for each meeting where a program will be offered.
- d. Provide proper equipment and location (if necessary) for any program.



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- e. Create and maintain a file of possible programs for the future, list names, addresses, costs involved, etc., for reference
 - f. Assist in any Special Events such as Awards Banquet.
- 28. Public Relations and Publicity**
- a. This committee is in charge of all advertising and publicity covering all Club activities. The Chair of each event should submit their information to this Chair in a timely Manner.
- 29. Hospitality Committee**
- a. Maintains a box that contains all paper products and plastic wear to provide refreshments at the meeting.
 - b. Brings drinks to the meeting.
 - c. Maintains a list of monthly volunteers and reminds them of their commitment.
 - d. The Volunteer for the monthly meeting has a budget of \$50. Any expected function that will require more than the \$50 should be brought to the Board's attention in advance.
- 30. Donation Committee**
- a. The amount to be donated is to be determined after our annual show profile are known.
 - b. The Committee keeps a record of identified needs in the community.
- 31. Handling Class Coordinator**
- a. Schedules Classes with the Greater Obedience Club,
 - b. Classes are held Jan-Feb, May-June, and September –October.
 - c. Schedule Instructors for the Classes
 - d. Classes are divided into Table Dogs and Large Breed Dogs
 - e. Classes are held from 7:30pm to 9 pm on Wednesdays
- 32. Web Master**
- a. Responsible for maintaining websites
 - b. Ensure all sites are functioning properly and are available to users
 - c. Tests speed of access and improves upon loading speed