

THE COOK INLET KENNEL CLUB

STANDING RULES

1. COOK INLET KENNEL CLUB SPONSORED EVENTS:

- A. It is the intent of the club to host or co-host up to four (4) conformation shows a year
- B. It is the intent of the club to host or co-host up to twelve (12) AKC Agility Trials per year.
- C. It is the intent of the club to host or co-host up to ten (10) Obedience trials and Rally trials.
- D. It is the intent of the club to host or co-host any other performance event approved by the board.
- E. It is the intent of the club to sponsor at least one (1) community event per year.
- F. All Chairmen of Club events are required to keep written records and to provide the information to the succeeding Chairmen. These records should include AKC reports, event approval requests, judge's contracts, financial statements of profit and loss, copies of premiums, catalogs, and any other documents that may benefit the new Chairman.
- G. The Chairmen of the club's conformation, obedience and rally events will be the president of the club and the Vice President will be the Co-Chairman. The chairman of all other committees will be appointed by the Board of Directors in January of the preceding year, (or before). If the Chair for an event is not an officer or member of the Cook Inlet Kennel Club Board of Directors, then the Board will designate a member to be liaison for the Chairman to the board. The chairman also has to be a member in good standing.
- H. All judges at Club events, members or not, will be given equal gifts.

2. CLUB COMMUNICATIONS AND WEB PAGE:

- A. Club communications will be conducted via electronic means, email, web site or US Post.
- B. All meetings must have an electronic means available to any members unable to be physically present.

3. FINANCIAL AFFAIRS:

- A. Any two (2) of the following signatures must be on a Club check. President, Vice President, or Treasurer for amounts over \$1000.
- B. A \$50.00 fee plus the Club bank's charge will be charged to anyone whose check is returned for any reason.
- C. To remain a member in good standing and eligible for Club benefits, all monies owed to the Club are payable within thirty (30) days of incurring the obligation.
- D. Financial reports must be submitted to the board not more than two (2) months after a Club event. The format for the financial report shall consist of planned and actual income and expenditures.
- E. All receipts from Club members for expenses to be paid by the Club must have an approved Payment Request Form, (designed by the Treasurer).
- F. All receipts from Club members for event-associated expenses to be paid by the Club must be submitted within sixty (60) days to be repaid. Exceptions to this rule will require Board approval.
- G. A budget will be done yearly by March 31st.
- H. An audit will be done yearly by April 30th. The committee will include a board member and 2 club members in good standing. If there is a change in treasurer there will be an audit at that time.

4. MEMBERSHIP:

- A. To become a member the applicant must attend at least one regular meeting prior to being voted upon for membership

B. Club annual dues are as follows: Individual Regular membership - \$20.00, Household Regular membership - \$25.00, and Junior membership - \$10.00. Dues are due by January 1 of the year. A membership will be considered lapsed if a member's dues remain unpaid thirty-one (31) days after the first day of the fiscal year; however, the board may grant an additional thirty (30) days of grace to such delinquent members in meritorious cases.

C. To be a member in good standing a member has to attend two (2) meetings per year, and not owe any funds to Cook Inlet Kennel Club or the American Kennel Club.

5. COMMITTEES:

- A. To serve on a committee a member has to be a member in good standing.
- B. Chairman of the committees will present a report at the general meeting.
- C. All committee meetings will be held at the Cook Inlet Kennel Club building or the facility where the event is occurring.

6. SPECIAL COMMITTEES- JUDGES

A. A person may not serve more than 2 consecutive years as Judges committee chairman without approval of the board.

7. JUNIOR SCHOLARSHIP:

A junior requesting a scholarship must submit an application at least two months prior to the event to the board. The Parents and Junior must be in good standing with the club and must be contributing members of the club. A limit of \$500.00/year is imposed for each approved scholarship recipient.

8. TRAINING POLICY

- A. All members must sign in before using the building.
- B. Club members receive a discount of 50% off on all classes put on for the Club, if they have volunteered to help on 2 events (as in set up, take down, committee chairman, etc.)
- C. All instructors must be approved by the training committee or the board.
- D. Show and go instructors receive free show and go classes.
- E. All monies collected will be dropped in lock box with class name, date, and amount of monies written on the outside of the envelope.

9. KEY POLICY

A. Members in good standing may purchase a key/code to the building at \$100 a year starting from January 1st thru December 31st. Keys rented after June 30th will be ½ the normal rental fee. The fee is nonrefundable. Keys/codes are non-transferable. NO ONE OTHER THAN THE MEMBER WHO PAID THE RENTAL FEE IS TO USE THE KEY/CODE. Anyone who loans out their key/code must turn the key/code in and pay a \$20 fine and repurchase another rental key/code if desired. There will only be one key/code issued per household. All building policies must be observed. Any guest must pay \$5 per visit and that money put in an envelope marked and placed in the lock box.

- B. Board members get a free key/code.
- C. Any member who teaches 12 show n gos per year are allowed a free key/code.
- D. Any member teaching a Club class receives a free key/code.

10. BUILDING RENTAL

- A. Any club member in good standing may rent the building for classes with approval by the board at the rate of \$30.00/hr. or \$150.00/day. The renter must carry their own liability insurance and provide proof to the treasurer prior to first class. Upon approval from the board a key/code will be provided to the renter for the duration of the rental. Key/code will only be used for the approved rental times. Rental payments must be made prior to the last class of each set of classes.
- B. Non-members and clubs renting the building for events must provide liability insurance prior to the event and pay at the rate of \$30.00/hr. or \$150.00/day. Day rental starts in the 5th hour. Rental fees must be paid by the day of the event. Access will be provided to the building on the day of the event.
- C. Any renter must abide by the building rules, to include cleaning at the end of the event.

11. STANDING CLUB COMMITTEES

- A. SHOW COMMITTEE
- B. OBEDIENCE & CONFORMATION JUDGE COMMITTEE
- C. AGILITY COMMITTEE
- D. TRAINING COMMITTEE
- E. HOSPITALITY COMMITTEE
- G. BUILDING COMMITTEE
- H. BARN HUNT COMMITTEE
- I. SCENT WORK COMMITTEE
- J. COMMUNICATIONS COMMITTEE

DEFINITIONS:

Contributing Member does at least one of the following and their name is in writing with the chairman of that event:

1. Set up or take down at an event.
2. Ring stewarding of at least four (4) hours.
3. Volunteers and is an active committee member.

Contributing Members must sign in with the chairman of each event at which they volunteer.