



**Golden Spike Dog Obedience Club  
Constitution, Bylaws, & Standing Rules**

**Revised  
November 2017**

## TABLE OF CONTENTS

<b>CONSTITUTION</b> .....	<b>1</b>
<b>PREAMBLE</b> .....	<b>1</b>
<b>BYLAWS</b> .....	<b>2</b>
<b>ARTICLE I MEMBERSHIP</b> .....	<b>2</b>
SECTION 1 - ELIGIBILITY .....	2
SECTION 2 - DUES.....	2
SECTION 3 - ELECTION TO MEMBERSHIP .....	2
<i>Application</i> .....	2
<i>Recommendation</i> .....	3
<i>Volunteerism</i> .....	3
<i>Non-Approval</i> .....	3
<i>Meeting Attendance</i> .....	3
<i>Training Benefits</i> .....	3
SECTION 4 - TERMINATION OF MEMBERSHIP .....	3
<i>Resignation</i> .....	3
<i>Lapsing</i> .....	3
<i>Expulsion</i> .....	3
SECTION 5 – MEMBERSHIP RENEWALS .....	4
<i>Member Updated Information</i> .....	4
<i>Delinquency</i> .....	4
<b>ARTICLE II MEETINGS &amp; VOTING</b> .....	<b>4</b>
SECTION 1 – CLUB MEETING .....	4
SECTION 2 – SPECIAL CLUB MEETINGS .....	4
SECTION 3 – BOARD MEETINGS.....	4
SECTION 4 – SPECIAL BOARD MEETINGS .....	5
SECTION 5 – VOTING .....	5
<b>ARTICLE III DIRECTORS &amp; OFFICERS</b> .....	<b>5</b>
SECTION 1 - DEFINITION .....	5
SECTION 2 - OFFICERS.....	5
<i>President</i> .....	5
<i>Vice President</i> .....	6
<i>Secretary</i> .....	6
<i>Treasurer</i> .....	6
<i>Training Director</i> .....	6
<i>Membership Director</i> .....	6
<i>Past President</i> .....	7
<i>Trial Director</i> .....	7
<i>Directors at Large</i> .....	7
SECTION 3 - VACANCIES.....	7
<b>ARTICLE IV THE CLUB YEAR, ANNUAL MEETING, ELECTIONS</b> .....	<b>7</b>
SECTION 1 – CLUB YEAR.....	7
SECTION 2 – ANNUAL MEETING.....	7
SECTION 3 – ELECTIONS .....	8
SECTION 4 – NOMINATIONS .....	8

<b>ARTICLE V COMMITTEES .....</b>	<b>9</b>
SECTION 1 – PURPOSE.....	9
SECTION 2 – STANDING COMMITTEES .....	9
<i>Agility</i> .....	9
<i>Obedience/Rally</i> .....	9
<i>Training</i> .....	9
<i>Registration</i> .....	9
<i>Membership</i> .....	9
<i>Hospitality</i> .....	9
<i>Public Relations</i> .....	9
<b>ARTICLE VI DISCIPLINE .....</b>	<b>9</b>
SECTION 1 – AKC SUSPENSION .....	9
SECTION 1 – CHARGES .....	10
<b>ARTICLE VII AMENDMENTS.....</b>	<b>10</b>
SECTION 1 – PURPOSE .....	10
SECTION 1 – PROCESS .....	10
<b>ARTICLE VIII DISSOLUTION.....</b>	<b>10</b>
<b>ARTICLE IX ORDER OF BUSINESS .....</b>	<b>11</b>
SECTION 1 – CLUB MEETINGS .....	11
SECTION 1 – BOARD MEETINGS .....	11
<b>ARTICLE X PARLIAMENTARY AUTHORITY .....</b>	<b>12</b>
SECTION 1 – DEFINITION .....	12
SECTION 1 – STANDING RULES.....	12
<b>STANDING RULES.....</b>	<b>13</b>
SECTION 1 – TRAINING STATEMENT OF PURPOSE.....	13
SECTION 2 – CHILDREN .....	13
SECTION 3 – PARTICIPATION .....	13
SECTION 4 – GENERAL MEETING.....	13
SECTION 5 – EQUIPMENT .....	13
<i>Inventory</i> .....	13
<i>Rental</i> .....	13
<i>Disposal</i> .....	13
SECTION 6 – BOARD PARTICIPATION .....	14
SECTION 7 – DUES .....	14
SECTION 8 – ABUSE OF POSITION .....	14
SECTION 9 – TRAINING PROGRESSION .....	14
<i>Instructor Training</i> .....	15
<i>Class Evaluations</i> .....	15
SECTION 10 – REFUND POLICY .....	15
<i>Exceptions</i> .....	15
AGGRESSIVE DOG POLICY.....	16
TRAINING CLASS PROGRESSION CHART .....	17
MEMBERSHIP TRACKING FLOW CHART.....	18

## **CONSTITUTION**

### **Name and Purposes**

**SECTION 1.** The club shall be known as the Golden Spike Dog Obedience Club.

**SECTION 2.** The purposes of this Club shall be to:

- A. Promote the humane, reward based training of dogs,
- B. Disseminate information regarding dog training,
- C. Conduct classes for the training of dogs and their handlers,
- D. Encourage the training of judges and instructors,
- E. Hold and support obedience trials, agility trials, tracking tests, S.T.A.R. Puppy, Canine Good Citizen tests, sanctioned matches under the rules and regulations of the American Kennel Club, and other AKC performance events,
- F. Promote cooperation and good sportsmanship among members in the training and exhibition of dogs.

**SECTION 3.** To fulfill the Club's purposes, the following organized activities will be held:

- A. weekly training classes for the Club and prospective members under the direction of qualified instructors,
- B. seminars and clinics pertaining to general dog training, agility training, obedience training, showmanship, and other Membership social events supporting the dog community and dog ownership.
- C. monthly Club communication via the Club's General Meeting, Website, Facebook, email, or Newsletter containing educational information regarding dog obedience, training, and related educational matters.

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

**SECTION 5.** The Club shall adopt bylaws necessary to carry out these objectives. The Board may revise such bylaws as needed.

## **PREAMBLE**

We, the members of the Golden Spike Dog Obedience Club, in order to enhance the Club's image and the community's understanding of our work for the betterment of dogs and their roles in the community, do hereby establish and ordain these bylaw.

**BYLAWS**  
**ARTICLE I**  
**Membership**

**SECTION 1. Eligibility**

There shall be two types of membership open to all persons 18 years of age and older who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club.

Membership shall include voting privileges' at General Membership Meetings, holding office, teaching, and receiving discounts for Club events.

A. **Individual Membership:** enjoys all privileges of the Club including voting and holding office.

B. **Family Membership:** described as those members of a household residing under the same roof, enjoy all privileges of the Club including voting and holding office. Two adults, 18 years of age or older living at the same address are entitled to one vote each at any meeting of the Club at which they are present.

**SECTION 2. Dues**

Membership dues shall not exceed \$35 for Individual and \$40 for Family membership due the first day of February each year. During the month of January the Membership Director shall send a statement of dues. Members should return updated membership records and dues to the Membership Director who will maintain the accuracy of Club records and record payment of dues, as required by the AKC.

Upon Board approval, New Members shall pay dues when attending their second General Membership Meeting as listed in the standing rules. When computing the amount to be submitted with the membership application, \$35.00 for individual memberships and \$3.00 for each pro-rated month of an individual membership, and \$40.00 for family memberships, and \$3.50 for each pro-rated month of a family membership.

**SECTION 3. Election to Membership.**

A. **Application.** Each applicant for membership shall apply on a membership application approved by the Board of Directors. By applying for membership, the applicant agrees to abide by the Constitution and Bylaws of this Club and the rules of the American Kennel Club. The application shall state the name and address of the applicant and the date of enrollment in an entry-level club sponsored class. Applicants with prior experience in obedience training in other clubs may apply for membership without completing one of the above classes and be considered by the board on a case-by-case basis.

B. **Recommendation.** All membership applications are to be filed with the Membership Director. The Board will review the applications, and recommend approval or non-approval. Those applicants recommended for approval will be introduced at the next General Club Meeting, attend a short orientation and submit their membership dues.

**C. Volunteerism.** We are an Events Club and as stated in the application volunteerism is asked as a right of membership. Members can volunteer to work as a steward at Club events, assist Trainers in Classes, join special event committees, aide in setting up equipment on class night, hold office, or assist in the overall organization of the Club.

**D. Non-Approval.** In the event the Board recommends non-approval, a representative will meet with the applicant and explain the action and recommend withdrawal of the application prior to presenting the non-approval to the membership. Applicants for membership who have been refused membership may not re-apply within six months of the refusal.

**E. Meeting Attendance.** Once the applicant has submitted the membership application they are required to attend a minimum of two General Membership Meetings within 60 days of the application's submission. Working at a club-sponsored event may, at the club's discretion, satisfy the requirement to attend the first meeting. The applicant's attendance at the second meeting where they will be introduced as new members is mandatory and cannot be waived. The 60-day requirement may be extended under extenuating circumstances such as bad weather or family emergencies.

**G. Training Benefits.** Applicants are normally not authorized to participate in training sessions as club members until they become club members with the following exception: Prospective members that complete their membership applications, fulfill the class requirements, and pay their dues the meeting prior to registration night shall be considered pending members and shall be allowed to enroll in one class at the price a member pays. In order to become a member with all privileges they then must complete the membership requirements of attending one additional meeting or a club sponsored event within the duration of that training session. In the event they do not fulfill the above membership requirements, the dues collected will be applied toward Club training costs and the prospective member must reapply for membership. No other member benefits will be afforded pending members.

**SECTION 4. Termination of Membership.** The following shall apply;

**A. Resignation.** Any member in good standing may resign from the Club upon written notice to the Secretary and upon acceptance by the Board. All interest in property or activities of the Club shall cease from the date of such resignation.

**B. Lapsing.** A membership will be considered lapsed and automatically terminated upon written notification if such member's dues remain unpaid 30 days after the annual renewal date each 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 be entitled to vote at any Club meeting or receive any member benefits including teaching or discounted classes or Social events.

**C. Expulsion.** Membership may be terminated by expulsion as provided in Article VI.

**SECTION 5. Membership Renewals.** Types of Membership the Club shall offer are Individual and Family memberships. Dues are payable annually on the first day of February. The Membership Director will send members a statement of his/her dues and a copy of the member's contact information 30 days prior to date due.

A. **Member Updated Information.** Members are requested to review and correct any errors on the Member Roster. Accuracy of the Club files is necessary to satisfy AKC reporting requirements when applying for obedience trials, shows, and special reports. Members should return updated membership records and dues to the Membership Director, who will maintain the accuracy of Club records and record payments.

B. **Delinquency.** A delinquent dues notice requesting payment and advising that membership will be terminated if dues are not received within 30 days will be sent to members whose payments are not received by the due date. An additional 30 days beyond the due date may be granted at the Board's discretion. Once the now 60 day reprieve has expired members may contact the Membership Director and request Board consideration of an additional extension for special circumstances. If response is not received by the date shown on the delinquent notice, Club membership will be canceled. Requirements for reinstatement of a lapsed membership will be subject to board review.

## ARTICLE II

### Meetings and Voting

**SECTION 1. Club Meeting.** Meetings of the Club shall be held a minimum of 10 times per year at such hour and place as designated by the Board of Directors. Written notice of each meeting shall be mailed or emailed at least 10 days prior to the date of meeting. The Club's newsletter, Facebook page, and/or website may be used for this purpose. The quorum for such meetings shall be 10% of members in good standing.

**SECTION 2. Special Club Meetings.** 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 request of a petition signed by five Club members in good standing. Such special meetings shall be held at such place, date, and hour as may be designated by the person(s) authorized herein to call such meetings. Written notice of such a meeting shall be mailed or emailed by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting, and said notice shall state the purpose of the meeting; no other Club business may be transacted at this meeting. The quorum for such a meeting shall be 20% of members in good standing.

**SECTION 3. Board Meetings.** The Board of Directors will meet a minimum of 10 times per year on such day and time as agreed upon by each new Board. Meetings of the Board of Directors shall be held as designated by the newly elected at a time and place specified by such Board. Written, email notice of such meetings shall be given at least 5 days prior to the date of the meeting. The Board meeting agenda will be set by the President. Any requests to have matters added to the agenda should be submitted to the President 10 days prior to the meeting for consideration. The quorum for such a meeting shall be a majority of the Board. The meeting shall be open to any member of the Club in good standing provided he or she gives written notification to the Secretary and/or host prior to the meeting.

**SECTION 4. Special Board Meetings.** Special meetings of the Board may be called by the President or by the Secretary upon receipt of a written request signed by at least three members of the Board. Such special meetings shall be held at such place, date, and hour designated by the person authorized herein to call such meeting. Written notice of such meeting shall be sent by the Secretary at least 3 days and not more than 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 at this meeting. A quorum for such a meeting shall be a majority of the Board.

**SECTION 5. Voting.** The power to vote on matters relating to the Club is vested exclusively in active members 18 years of age or older except when otherwise stated in these bylaws. All voting power must be exercised in person. There shall be no use of proxy. In accordance with Robert's rules of order, any motion that does not receive adequate votes to pass is considered failed.

### **ARTICLE III**

#### **Directors and Officers**

**SECTION 1. Definition.** The Board of Directors shall be comprised of the Officers and 5 other persons. Those persons shall be a Training Director, Membership Director, the Past President, and 3 Directors at Large whose titles and responsibilities will be at the discretion of the incoming President. One Director at Large shall be named and elected only if the Past President is unable to serve. The remaining Director's at Large shall be named and elected to the Board with responsibilities named at the President's discretion. As provided in Article IV, all shall be members in good standing. Officers shall be elected to serve a term of two years, Past Presidents shall serve as a voting member of the Board for one year, and Directors shall be elected and serve a one year term. Unless waived by the Board, only one member in a family shall serve on the Board of Directors at any given time. Other family members may serve on standing committees. 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 serve in their respective capacities both with regard to the Club and the Board and its meetings.

A. **The President.** Shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally attributed to the office of the President in addition to those particularly specified in these bylaws.

B. **Vice President.** Shall have the duties and exercise the powers of the President in case of the President's absence from meetings, incapacity, or death. S/he will oversee the Hospitality and Public Relations Standing Committee Chairs and their Committees, ensuring Committees carry out responsibilities such as Special Events, Parties, Community Outreach, Social Media Sites, and Newsletters are being addressed in a timely, and cost effective manner as provided in Article V. The Vice President will make every attempt to arrange for an educational program at the general meetings. S/he will be the point person, communicating back to the Board for these Standing Committees.



C. **Secretary.** Keeps 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 the correspondence, keep membership records as the Membership Director in his/her absence, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of the members attending Club and Board meeting's, and carry out such other duties as are prescribed in these bylaws.

D. **Treasurer.** Shall collect and receive all monies due or belonging to the Club. Money 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 a 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 s/he shall render an account of all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors and the club's insurance company shall determine. No expenditure shall be made without the approval of the board. Working with the membership Director , Registration Chair, and Secretary, insures the accurate timely recording and payment of yearly dues; reconciles payments made for class registrations with registration forms and receipts, and records all monies collected from New Members throught the year. Maintains an inventory list of all Club assets and equipment providing copies to the Board.

E. **Training Director.** Manages and oversees the Club's training program to include the development and implementation of the training syllabus; the scheduling and selection of qualified instructors including making arrangements for replacements and/or substitutes as needed; coordinates the dates and locations of classes informing the President when it is necessary to make changes. S/he will oversee the Registration and Training Standing committee Chairs, and their Committees ensuring Committees carry out responsibilities such as maintaining complete and accurate records of payments, registrants, and class rolls/graduates; all registration night duties and procedures; maintain equipment inventory, arranging for repairs or replacement when needed with board approval; continued training, education, and certification of instructors; and all other committee duties are carried out as per Club expectations and stated in Article V of the Club bylaws.

F. **Membership Director.** Manages and overseas the current membership roster, pending member list, and expired/past members. Shall coordinate the renewal of new members, advise distribution lists of member additions/deletions, and maintain all membership applications and records.

G. **Past President.** Shall oversee the Agility and Obedience/Rally Committee Chairs and their Committees who in accordance with AKC regulations are responsible for proper planning, conducting and reporting of the results of trials. S/he will work with the respective committees in selecting and securing judges. S/he shall ensure that applicable event applications, judge's panel, officer and membership lists and disaster and emergency plan are submitted to the AKC by their deadlines. S/he will partner with the board and assign committee chairs to be responsible for their specific areas. The Past President shall act as the facility/site liaison for the club and shall maintain communications with the person responsible for the lease of the site. S/he will assign a member of each committee who will inventory and record a list of show equipment. Copies of the lists of show equipment will be given to the board as part of the inventory of Club assets. The board

will be the deciding body for the sale, or disposal of surplus items and the purchase of new. The Treasurer will maintain a record of all such sales, purchases or disposals.

H. **Trial Director.** In the absence of a Past President, a Trial Director shall be named and voted on to the Board. The Trial Director shall fulfill all responsibilities previously held by the Past President as declared in Article III, sub section G, and shall oversee the Agility and Obedience/Rally Committee Chairs and their Committees.

I. **Directors at Large.** Two individuals shall be named and assigned an area of responsibility identified by the incoming President as being in the Club's best interest.

**SECTION 3. Vacancies.** Any vacancies occurring on the Board or among appointed officers during the year shall be filled until the next annual election by a majority vote of all the members of the Board at its first regular meeting following the creation of such vacancy or at a special Board meeting called for that purpose; however, a vacancy of the office of President shall be filled automatically by the Vice President and the resulting vacancy in the office of Vice President shall be filled by the Board.

## ARTICLE IV

### The Club Year, Annual Meeting, Elections

**SECTION 1. Club Year.** The Club's fiscal year and official operating year shall begin on the first day of June and end on the last day of May. New officers will take office immediately following the end of the meeting they were elected to office in, and hold office until the end of the annual election meeting in May.

**SECTION 2. Annual Meeting.** The annual meeting shall be held in May. At this meeting, officers and directors for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Article 4, Section 4.

**SECTION 3. Elections.** The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The 3 candidates nominated for the directors' positions receiving the greatest number of votes shall be declared elected.

**SECTION 4. Nominations.** No person may be a candidate in a Club election who has not been nominated by the April meeting. The April meeting will be open for nominations from the floor.

During February the Board shall select a Nominating Committee consisting of two members and one alternate, only one of whom shall be a member of the Board. The Board shall name a chairman for the committee; it shall be his/her duty to assemble the committee on or before March 1.

A. Candidates must have paid their membership dues, have no disciplinary action (see Article VI) that has occurred or that is pending during the past 12 months, and must have been a member of the Club for a minimum of 18 months before the date they are nominated for office. Candidates should actively work for the best interests of GSDOC, understand Club objectives and goals, and work for their attainment.

B. Candidates must have attended at least 4 of the last 12 general Club meetings.

C. Candidates must have participated in 3 or more club sponsored activities during the past 12 months such as: training a dog at club training classes, instructing club training classes, helping at club matches or trial, assisted in setting up and operating agility courses at scheduled events, judged, operated, or participated in games for the Dog Olympics, helped administer the Canine Good Citizen Tests, represented the Club at civic and business functions including staffing Club display booths, published monthly newsletter, helped at club sponsored civic activity, chaired club committee, or served as a member of special projects such as AKC licensing or as Historian for the Club. If no candidate for a specific office can be found that meets all of the qualifications, the 18 month membership qualification may be waived with board approval.

D. The committee shall nominate at least 1 candidate for each office and at least 1 candidate for each of the 3 other positions on the Board; after securing the consent of each person so nominated, the committee shall immediately make a written report of their nominations to the Secretary.

E. Upon receipt of the Nominating Committee's reports, the Secretary shall send each member a copy of the nominating committee's report at least 10 days prior to the April meeting.

F. Additional nominations may be made at the April meeting by any member in attendance provided the nominated person has given permission for his/her nomination. If the nominated candidate is not in attendance, his/her nomination must be accompanied by the candidate's written statement signifying his/her willingness to be a candidate. The person making the nomination must present the statement to the Secretary at the time the nomination is made.

G. No person may be a candidate for more than one position.

H. Nominations cannot be made at the annual election meeting or in any manner other than designated in this section.

## **ARTICLE V**

### **Committees**

**SECTION 1. Purpose.** Each year the Board may appoint Standing Committees to advance the work of the Club in such matters as specialty shows, agility trials, obedience trials, field trials, trophies, annual prizes, membership, and other areas which may be well served by committees. Such committees shall always be subject to the final authority of the Board. A Board Member who will then provide regular reports on each Committees business to the Board shall oversee the Chairs of the standing committees. The Committee Chair shall report in Board meetings in the absence of their Board designee. In the absence of a Committee Chair, the Board Member designee will govern Committee meetings and duties.

**SECTION 2. Standing Committees.** Agility Committee, Obedience/Rally Committee, Training Committee, Registration Committee, Membership Committee, Hospitality Committee and Public Relations Committee.

A. **Agility Committee.** Appointed by the Board in accordance with AKC regulations, consisting of at least 5 members, including the chair, at least 6 months prior to the next planned Agility Trial. The Past President shall oversee the Committee in accordance with Article III, Section 2, Section G.

B. **Obedience/Rally Committee.** Appointed by the Board in accordance with AKC regulations, at least 6 months prior to the next trial, and shall have complete responsibility of planning and conducting the Obedience and Rally trails. The Past President shall oversee the Committee in accordance with Article III, Section 2, Section G.

C. **Training Committee.** Appointed by the Board, and overseen by the Training Director.

D. **Registration Committee.** Appointed by the Board and overseen by the Training Director.

E. **Membership Committee.** Appointed by the Board and overseen by the Membership Director.

F. **Hospitality Committee.** Appointed by the Board and overseen by the Vice President.

G. **Public Relations Committee.** Appointed by the Board and overseen by the Vice President.

## ARTICLE VI

### Discipline

**SECTION 1. American Kennel Club Suspension.** Any member who is suspended from 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 another member for alleged misconduct prejudicial to the best interests of the Club or to the training, showing, and care of dogs. Written specific charges must be filed in duplicate with the Secretary together with a deposit of \$10, which shall be forfeited if such charges are not sustained by the Board following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club. If the Board considers that the charges do not allege conduct, which would be prejudicial to the best interests 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 3 weeks or more than 6 weeks thereafter. The Secretary shall promptly send a 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 desired.

## **ARTICLE VII**

### **Amendments**

**SECTION 1. Purpose.** Amendments to these bylaws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20 percent of the 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 by the Secretary with recommendations of the Board for a vote within 3 months of the date when the petition was received by the Secretary.

**SECTION 2. Process.** These bylaws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for that purpose, provided the proposed amendments have been included in the notice of the meeting and have been sent to each member for consideration at least one week prior to the date of the meeting.

## **ARTICLE VIII**

### **Dissolution**

The Club may be dissolved at any time by the written consent of not less than 2/3 of the members in good standing. In the event of the dissolution of the Club for purposes other than for voluntary or involuntary reorganization or by operation of law, none of the property, proceeds, or assets of the Club shall be distributed to any members of the Club.

After payment of the debts of the Club, any 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. CLUB MEETINGS.** At meetings of the Club, the order of business, as the nature of the meeting may permit, shall be as follows:

Roll Call

Introduction of guests/upcoming programs

Approval of Minutes of last meeting

Membership Director;

Introduction of New Members

Roll Call of 1<sup>st</sup> Meeting Attendees

Location of Orientation/Member sign up table

Report of Secretary

Report Treasurer  
Report of Vice President  
Report of President  
    Reminder of Current Year Dues (Until March)  
Reports of Committees  
Election of Officers and Board (at annual meeting)  
Old Business  
New Business  
Reminder of Next Meeting  
Adjournment  
Program

**SECTION 2. BOARD MEETINGS.** At meetings of the Board of Directors, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

Call to Order  
Introduction of Guests  
Approval of Minutes  
Report of Treasurer  
Report of Secretary  
Membership Director  
    Read names/review applications of New Applicants  
    Submit names for Board approval  
Report Of Vice President  
    Hospitality Business  
    Public Relations Business  
Report of President  
Report of Training Director  
    Committee Business  
    Update of Classes  
Report of Directors  
Old Business  
New Business  
Reminder of Next Meeting  
Adjournment

## **ARTICLE X**

### **Parliamentary Authority**

**SECTION 1. DEFINITION.** 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 inconsistent with these bylaws, Standing Rules and any other special rules of order the club may adopt.

**SECTION 2: STANDING RULES.** Standing Rules are the policies adopted by the Board of Directors and approved by the membership for the governing of the Club. Standing rules are attached as an addendum to this document.

**ADDENDUM**  
**Golden Spike Dog Obedience Club**  
**STANDING RULES**

**SECTION 1. Training Statement of Purpose.** The Golden Spike Dog Obedience Club seeks to promote responsible dog ownership and humane, reward based dog training. Obedience training generates a line of communication between owner and dog. We believe that a trained dog is a happy dog. Whether our members' goals are an obedient family companion, a competition dog, or a therapy dog, the Club's training programs support these goals. The training methods taught by the Club's instructors are humane and intended to result in a happily working companion. The Club's message of responsible dog ownership is carried into the community through the Club's trials and training classes open to the public. GSDOC maintains an open attitude toward new ideas and training methods to improve the Club's services to the community. All classes are taught by volunteering members of the Club.

**SECTION 2. Policy Regarding Children.** Children will not be permitted at GSDOC training classes except in the following cases:

- A. They are training a dog (both child and dog will be evaluated and approved for the class by the instructor).
- B. They are participating in the puppy class and are accompanied by an adult.
- C. They are accompanied and supervised by an adult who is not training and is with the children at all times.

**SECTION 3. Participation.** The Club will regularly sponsor and encourage participation in events that help the community, the environment, and may also demonstrate the value of well-trained canine companions.

**SECTION 4. General Meeting.** The Membership will meet one evening a month. The Membership has currently voted to meet the first Tuesday of each month.

**SECTION 5. Equipment.** Club equipment for agility, obedience, and other will be managed in accordance with the following guidelines:

- A. **Inventory.** An up-to-date inventory of Club equipment will be maintained and will contain item description, quantity, dollar value, and date purchased, and be held by the Club Treasurer, and Board Members, and treated as Club assets.
- B. **Rental.** Equipment will be used for Club functions and will not be rented or lent to members for personal use. Equipment may be rented to other clubs for special events with board approval and the written understanding that they will replace or repair any damaged or broken equipment.
- C. **Disposal.** Any Obsolete or damaged equipment will be disposed of at the discretion of the Board. The Board could vote to sell or destroy the equipment and will open up the sale of any equipment to the membership first and if needed will open up the sale to the public



or for auction. Conversely, equipment needing to be updated or replaced will need to be brought to the board for a vote by a board member.

**SECTION 6. Required Board Meeting Attendance.** Officers are expected to attend scheduled Board meetings held the first Monday of each month. If they have more than three unexcused meetings they are expected (may be asked) to resign their position. In accordance with AKC rules, no expenditure of club funds will be authorized that benefits any sitting board member or their immediate family.

**SECTION 7. Annual Dues.** Dues (Membership Fees) are payable in one payment with a 30 day grace period. Dues are of the following types and amounts:

- A. Individual \$35.00, Family \$40.00.
- B. Expired Members that were GSDOC within two years will pay the full renewal membership price.
- C. Prorating of Dues of New Members only, will be as follows;

Application Month	Individual Dues	Family Dues	Comments	Next Dues Due Date
February	\$35.00	\$40.00	Annual Dues	Next February
March	\$33.00	\$38.50	Eleven months	Next February
April	\$30.00	\$35.00	Ten months	Next February
May	\$27.00	\$31.50	Nine months	Next February
June	\$24.00	\$28.00	Eight months	Next February
July	\$21.00	\$24.50	Seven months	Next February
August	\$18.00	\$21.00	Six months	Next February
September	\$15.00	\$17.50	Five months	February
October	\$12.00	\$14.00	Four months	February
November	\$9.00	\$10.50	Three months	February
December	\$6.00	\$7.00	Two months	February
January	\$3.00	\$3.50	One month	February

**SECTION 8. Non-Profit.** No Club officer or class instructor shall utilize his/her position to advertise, promote or sell products or services for personal or business profit. If an instructor or officer anticipates the need to personally sell training equipment or supplies to students, s/he shall obtain the consent of the board prior to the sale. Any other solicitation for sale of products or services, at training sites, during training classes or in connection with club business will constitute a conflict of interest on the part of the vendor/club member.

**SECTION 9. Training Progression.** Training class progression will be determined by the training committee and approved by the Club Board of Directors. The qualifications shall show no

regard for dog's breed or handler's intention of showing in agility, obedience or other trials. Ring tests may be required for placement in intermediate and advanced classes. A Class Progression Chart will be developed and maintained by the Training Committee and posted on the Club's website and at the training sites.

**A. Training of Instructors.** The Training Director in partnership with the President will offer an Instructor Orientation Course developed by the Training Chair and Committee members to better aide instructors in the pursuit of effective and successful training.

**B. Confidential Class Evaluations.** Shall be sent randomly to class registrants to evaluate their class instructors and our training programs overall effectiveness, methods, benefits, and areas in need of improvement. The Training Director will brief the Board Quarterly on survey results and all actions taken or implemented to improve our programs and address areas of concern. Surveys will be filed and retained for one year.

**Section 10. Refund Policy for Membership and Class Fees.** The board at a regularly scheduled board meeting shall only approve any refunds. It is our policy to have our patrons satisfied with the training that our Club Instructors provide. The board may grant a prorated refund for training classes if the patron attended no more than two of the offered classes. The member price paid for training classes and club membership fees are not refundable.

**A. Exceptions.** Occasionally a patron experiences hardship (defined as: death or illness of handler or dog or unexpected move of handler or dog). When a handler cannot begin or finish a training class for which s/he has registered and paid and the handler approaches his/her instructor or any other board member and requests a refund, the instructor/board member may fill out a reimbursement form and submit it to the board.



## GOLDEN SPIKE DOG OBEDIENCE CLUB

### AGGRESSIVE DOG POLICY

The Golden Spike Dog Obedience Club is committed to providing a safe learning environment for dogs and handlers. When a dog displays aggressive behaviors or there is an aggressive incident during classes or an activity, the dog and handler will be excused from the class by the instructor or the activity by the activity leader.

The instructor or activity leader will submit a written statement to the GSDOC Vice President or designee. The statement will include a description of the incident or behaviors and names of dogs and handlers involved. The handler may also submit a statement of the incident of behavior if desired.

The Vice President or designee will convene the Board to determine the action to be taken. The action may include one or more of the actions listed below but is not limited to the listed actions:

- Removal from class or activity without reimbursement for that class or activity.
- Removal from the class for the remainder of the session without reimbursement.
- Removal from GSDOC classes and activities until the Vice President or designee is provided with an evaluation and proof of training by a trainer experienced in working with aggressive dogs. The Vice President or designee will bring the information to the board for a final decision regarding reinstatement.

The Vice President or designee will contact the handler to inform them of the Board's decision of the action to be taken.

**S.T.A.R.  
Puppy**

**GSDOC Class Progression Chart**



