

# **Golden Spike Dog Obedience Club**

## **Constitution & By Laws**

Revised

**August 2014**

### **CONSTITUTION**

#### **ARTICLE I**

##### **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 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,
- E. Hold and support obedience trials, agility trials, tracking tests and canine good citizen tests and sanctioned matches under the rules and regulations of the American Kennel Club,
- 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, and showmanship,
- C. monthly Club newsletters 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 bylaws.

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

**SECTION 1. Eligibility**

There shall be three 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.

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

B. **Family Membership:** enjoys 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.

C. **Associate Membership:** entitled to all privileges except voting, holding office, and training.

**SECTION 2. Dues**

Membership dues shall not exceed \$35 for individual, \$40 for Family membership and \$10 for Associate membership due the first day of June each year. During the month of May the Membership Director shall send a statement of dues to each member.

Applications for membership shall be accompanied by membership fees 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. Each applicant for membership shall apply on a membership application approved by the Board of Directors and accompanied by the required dues. 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. All membership applications are to be filed with the Membership Director. Each application is to be read at the first meeting the applicant attends or in the case where a club member attests to the applicants working at a club sponsored event prior to the meeting, this may serve as their second meeting and a vote of acceptance will be taken. The Board will review the applications, and recommend approval or non-approval. Those applications recommended for approval will be presented at the next general club meeting that the applicant attends. The application will be voted upon and an affirmative

vote of 3/4 of the members present and voting shall be required for the applicant's acceptance into the Club.

C. 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.

D. Once the applicant has submitted his/her membership application, they are required to attend one of the next two general meetings within 60 days from the application's submission. Working at a club sponsored event may, at the club's discretion, satisfy the requirement to attend a meeting. The applicant's attendance at the second meeting is mandatory and cannot be waived. His/her name will be presented to the general membership and voted upon for club membership. The 60-day requirement may be extended under extenuating circumstances such as bad weather or family emergencies.

E. 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**

Memberships may be terminated:

A. by 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. by 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.

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

**SECTION 5.** Types of Membership Fees are Individual, Family, and Associate. Dues are payable annually on the first day of June. The Membership Director will send members a statement of his/her dues and a copy of their membership records 30 days prior to date due.

A. Members are requested to review and correct any errors to the records. Accuracy of the Club files is necessary to satisfy AKC reporting requirements when applying for obedience trials, shows, and special reports. Members should return up-dated

membership records and dues to the Membership Director who will maintain the accuracy of Club records and record payment of dues.

B. 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, 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 monthly newsletter 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 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.** The Board of Directors shall be comprised of the President, Vice President, Secretary, Treasurer, Training Director, Membership Director, and 3 at large Directors, all of whom shall be members in good standing and all of whom shall be elected for one-year terms at the Club's annual meeting as provided in Article IV and shall serve until their successors are elected. The Past President will serve as a voting member of the Board for one year. 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 legislative and policy-making body of the Club shall be the Board of Directors, consisting of the President, Vice President, Secretary, Training Director, Membership Director, Treasurer, Past President, and 3 at large Directors who shall serve in their respective capacities both with regard to the Club and its meetings 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. The 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 serve as the Special Events (Annual Banquet, Christmas Party, Dog Olympics/Picnic, Community events) coordinator for the Club and as the contact point for all community participation (Strut you're Mutt, Adaptations, etc.). The Vice President will make every attempt to arrange for an educational program at the general meetings. These duties may be delegated.

C. The 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. The Secretary will keep records as the Membership Director in his/her absence and update said chairman of all membership activities that occur at the general meetings. Unless otherwise stated in these bylaws, s/he shall have charge of the correspondence, notify officers and directors of their election to office, keep a duplicate roll of the members of the Club with their addresses, and carry out such other duties as prescribed in these bylaws.

D. The Treasurer shall collect and receive all moneys due or belonging to the Club. S/he shall deposit the same in a bank designated by the Board in the name of the Club. The Club's books shall at all times be open to inspection by the Board and s/he shall report at every meeting the condition of the Club's finances and every item of receipt or payment not previously reported; at the annual meeting s/he shall render an account of all moneys 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 approval of the board.

E. The Training Director shall manage and oversee the Club training program to include the development and implementation of the training syllabus and serve as the Training Committee chairman. S/he shall oversee the scheduling of classes as well as arranging for qualified instructors for those classes. The training director shall also be responsible for copying or writing training material as needed, providing graduation certificates for puppy and novice classes, providing teachers with the club teaching coupons, assisting with registration of new classes, placing prospective students in their proper classes, and providing class rolls for the teachers. The Training Director is ultimately responsible for assigning students to classes and providing qualified instructors for each class. S/he will coordinate with the President and instructors when it is necessary to change the location or dates of scheduled classes. The Training Director will assign a committee member to check and record all training equipment as part of the inventory and oversee the selling of leashes and collars as appropriate. Copies of the list of training equipment will be given to the directors at large to keep as a record of Club assets. S/he may delegate some of these duties to other members of the training committee. S/he will be the point of contact for any revisions to training procedures and will present amendments from the training committee to the Board for consideration.

F. The three Directors at large shall act upon matters of business of the Club and shall chair a committee upon request by the board. The directors at large as a body shall develop methods to keep an inventory and record of the Club's assets, including the trailers and their contents, storage cabinets, storage facility, and any other club assets. At least annually, a majority of the Directors shall audit all club assets, and report all changes to the board. Included in their report shall be a statement of the condition of the equipment and their recommendation to update broken or obsolete equipment, and their recommendation to surplus equipment no longer needed. A copy of their inventory and recommendations will be provided to the Treasurer for financial accountability. They will be responsible for authorizing any renting or loaning of Club equipment to other clubs with full board approval. They will maintain a historical list of new equipment acquired and equipment sold as surplus and rental of equipment.

G. The Membership Director keeps track of GSDOC's membership roll. The Membership Director responds to emails sent to the club regarding membership questions. S/he provides updated lists to the person managing class registration night. Prospective members make application for membership to the club and submit the application and pay pro-rated dues at a general meeting to the Membership Director or a Member of the Board of Directors. The Membership Director provides these membership applications at the monthly club meetings, and records payment. Once voted into the club, the Membership Director enters all pertinent information onto the GSDOC website. Application forms are then filed in a GSDOC file box.

The Membership Director begins collecting membership dues from current members in May and continues to collect and record the renewals through the end of July. Those choosing not to renew are removed from the website once the deadline for renewals is past. A membership list is provided to AKC by the Membership Director by August of each year.

H. The Obedience Trial Chairman and the Agility Trial Chairman, in accordance with AKC regulations are responsible for proper planning, conducting and reporting of the

results of the trial. S/he shall work with his/her respective committee in selecting and securing judges. S/he shall ensure that the applicable event application, judge's panel, officer and membership lists and disaster and emergency plan are submitted to the AKC by their deadlines. S/he shall assign all committee chairs who will be responsible for their specific areas. S/he acts as the facility/site liaison for the club and shall maintain communications with the person responsible for the lease of the site. The Obedience Trial Chairman and the Agility Trial Chairman will appoint a member of their committee to inventory and record a list of show equipment. Copies of the lists of-show equipment will be given to the directors as part of the inventory of club assets. The Board will be the deciding body for the sale or disposal of surplus items. The Treasurer will maintain a record of all such sales or disposals.

**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.

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.** 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. The chairs of the standing committees will report at regular Board meetings.

The board shall appoint an Agility committee, in accordance with AKC regulations, consisting of at least 5 members, including the chair, at least six months prior to the next planned Agility trial. The board shall also appoint an Obedience/Rally committee, at least 6 months prior to the next trial which, in accordance with AKC regulations, shall have complete responsibility for planning and conducting the Obedience and Rally trials.

## **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.** 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.** 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**

**SECTION 1.** 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.** At meetings of the Club, the order of business, as the nature of the meeting may permit, shall be as follows:

- Roll Call
- Approval of Minutes of last meeting
- Report of President
- Report of Vice President
- Report of Secretary
- Report of Treasurer
- Reports of Committees
- Election of Officers and Board (at annual meeting)
- Election of New Members
- Unfinished Business
- New Business
- Program
- Adjournment

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

- Reading of Minutes of last meeting
- Report of the President
- Report of the Vice President
- Report of the Secretary
- Report of Treasurer
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

## **ARTICLE X**

### **Parliamentary Authority**

**SECTION 1.** 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

not inconsistent with these bylaws, Standing Rules and any other special rules of order the club may adopt.

**SECTION 2:** . 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.

## **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 proper 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 service. All classes are taught by volunteering members of the Club.

**SECTION 2. Policy regarding children at GSDOC functions.** 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.
- D. The children will not be allowed in the storage rooms. The support of all members is greatly appreciated.

**SECTION 3.** 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.** The Membership will meet one evening a month. The Membership has currently voted to meet the first Tuesday of each month.

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

- A. An up-to-date inventory of Club equipment will be maintained and will contain item description, quantity, dollar value, and date purchased,
- B. 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. Obsolete or equipment no longer needed by the Club will be reviewed and declared excess by the Board of Directors. A list of excess equipment will be advertised in the monthly

newsletter. Members will have an opportunity to purchase excess equipment. When possible, this equipment will be part of an auction with proceeds going to animal shelters in the area or to a fund designated for the purchase of replacement equipment.

**SECTION 6.** Officers are expected to attend scheduled Board meetings. 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.** 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, Associate (Non-Voting) \$10.00.
- B. Associate dues will be due in full each June 1.
- C. Prorating of Dues of new members.

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

**SECTION 8.** 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.

Equipment, limited to leashes and collars, will be handled by a person appointed by Training Director. This person will be available during the second and third classes of each training session to provide equipment that may be needed by a student. If the instructor anticipates any additional equipment needs, s/he may contact the Equipment Handler and arrange for the equipment to be provided. Reordering of equipment is subject to board approval. All equipment sold must be paid for at the time of the purchase.

**SECTION 9.** 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.

Students may be asked to complete an anonymous class evaluation form at the end of class sessions. Completed forms will be reviewed by the involved class instructor, the Training Director and training committee. The Training Director will brief the Board quarterly on survey results and recommend corrective actions as appropriate. Additional surveys of current and past students may be conducted at the direction of the board of directors or Training director. Completed forms will be filed and held for one year and may be reviewed by the board.

The training committee shall consist of five or six members, including the training director and optionally the club president, and will be chaired by the Club Training Director. The committee will be responsible for reviewing and updating existing course outlines, developing new class outlines, developing materials to help train instructors, and conducting seminars and evaluating training effectiveness. Membership on the committee will be reviewed at the first Board meeting of each new fiscal year. The Training Director will make recommendations for committee membership and the board of directors will be responsible for selection and appointment of members of the committee at that time.

#### **Section 10. Refund Policy for Membership and Class Fees.**

All refunds must be approved by the board at a regular board meeting.

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.

It is our policy to have our patrons satisfied with the training that our club instructors provide. 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.

