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### RICHMOND DOG OBEDIENCE CLUB, INC. STANDING RULES Amended and Restated as of March 7, 2023

#### SECTION 1 - MEMBERSHIP

- (a) Any voting club member may submit to the Membership Committee names of prospective voting members who they feel would be an asset to the club.
- (b) Prospective voting members shall attend an Orientation meeting, two club meetings, work at two functions (i.e. painting party, steward at a match or trial, participate in an obedience demonstration, etc.) and have taken at least one class. He/she must serve as a Training Assistant to an Instructor for 16 hours. At least one Orientation meeting shall be held each quarter on the fourth Tuesday night of January, April, July and October. Functions and Training Assistant hours to be assigned and/or approved by the Training Director(s).
- (c) Household members of a voting member shall follow the requirements of Section 1(b) above.
- (d) Any former member applying for reinstatement must first complete one work function and serve eight hours as a Training Assistant to an Instructor.
- (e) A perspective Junior Member needs to complete a membership application, participate in one work function, attend one orientation meeting, complete one eight-week class and fulfill all other requirements specified in the Standing Rules and Bylaws.
- (f) The time limit on pending applications shall not be more than six months from the date of application to voting by the membership.
- (g) Board approved membership application(s) shall be read in full and voted on at the next General Meeting. The name(s) and a brief summary shall be published in the *PAWPRINT* prior to being voted on at the next meeting. A prospective member may attend the meeting at which his or her name will be read, and the meeting at which he or she will be voted on, but they may not be present during the reading of or voting on their application.

#### SECTION 2 - DUES

- (a) **Voting Member:** \$50.00 annually for Individual Membership. When there is more than one Membership in the same family, the annual dues for each additional member shall be \$30.00.
- (b) **Junior Member:** \$10.00 each.
- (c) **Honorary Member:** none.

- (d) **Quarter Century Club:** A Quarter Century Member with twenty-five years or more of continuous membership will pay \$35.00. When there is more than one Membership in the same family, the annual dues for each additional member shall be \$30.00.
- (e) **Late Payment Penalty:** There will be a late payment penalty of \$20.00 for any member not paying their annual dues by the deadline if they wish to be reinstated.

### **SECTION 3 - COLORS, EMBLEM, SLOGAN, UNIFORM**

- (a) Club colors are dark blue and white.
- (b) Club emblem shall be the initials RDOC in the form of a dog's paw.
- (c) Club slogan shall be, "We train you to train your dog."

### **SECTION 4 - GENERAL RULES**

- (a) Membership meetings shall be held on the first Tuesday of each month, with the exception of the December meeting, which shall be set by the membership. If a membership meeting falls on a legal holiday, the meeting shall be held on the following Tuesday. The meeting shall convene at 7:00 p.m. and adjourn by 9:30 p.m.
- (b) The entire Board minutes are to be published in the *PAWPRINT* after they are approved. The minutes of the Membership meeting will be published in the *PAWPRINT* and approved at the next Membership meeting.
- (c) Obedience Trials and other events will be held each year, subject to approval by the American Kennel Club.
- (d) The Board shall appoint a Registered Agent as required by the State Corporation Commission.
- (e) Building lease, savings certificates and other negotiable or valuable documents of the Club shall be maintained by the Treasurer in a secure location.
- (f) The fee for rental of the Club building shall be \$100.00 per day, per unit, with a \$100.00 refundable deposit paid at time of rental and refunded if a representative from the Building and Grounds determines the building was left clean. The Corresponding Secretary shall provide a contract for the rental of the building. Anyone renting the building must carry liability insurance in the minimum amount of \$1,000,000 and submit an insurance certificate to the Corresponding Secretary prior to renting the building.
- (g) No advertising in the traffic of animals for sale will be allowed in the building.
- (h) Regular Board meetings shall start at 6:00 p.m. and adjourn by 10:00 p.m. on the second Tuesday of each month. Club members may attend the Board meetings as non-participating observers.
- (i) There shall be no smoking allowed in the Club building.

- (j) A member may bring a guest into the building for training provided the member signs in and stays with the guest. A guest may come only three times during one year. Guest training shall not conflict with any scheduled event or Club activity. All guests must provide a rabies certificate and complete and sign a registration form. All guests will pay a \$10.00 fee per hour for a maximum of two hours permitted.
- (k) All Committee Chairpersons, Board Members and Instructors who teach one session or more per year, may have keys to the building free of charge. Keys will not be issued free of charge to Training Assistants. The following committees are allotted additional free building keys:
- Photography Committee - one additional free key.
  - Registration Committee - additional free keys for all committee members.
  - Building and Grounds Committee – additional free keys for all committee members.

Additional free keys for the above committees must be approved by the Committee Chairperson.

All other club members who want keys must pay a yearly key fee of \$50 upon the key being issued, with the renewal fee payable with their annual dues. Keys fees will not be prorated.

A \$50 fee will be charged for a lost key to be paid to the “Keeper of the Keys” when the member determines that the key cannot be found.

- (l) The membership shall approve the dedication of, or holding of Club events in honor of individuals.
- (m) The RDOC name, logo or any photos taken at the building or RDOC events may not be used to promote any business other than RDOC without prior consent of the Board.
- (n) Bitches in season are not permitted in the Club building.
- (o) The Club will carry appropriate property and liability insurance in the amount of \$1,000,000, including Board member indemnification and conforming to any lease agreement or AKC regulations.
- (p) Members shall submit updated copies of their dog’s rabies certificates, to be placed in the registration box.

## SECTION 5 - TRAINING

- (a) A training class shall consist of at least one 50-minute period per week for eight weeks, unless previously approved by the Board.
- (b) The cost of our eight-week training sessions shall be \$140 for non-members. Voting members shall pay a fee of \$40 for an eight-week session. Member class fees are 30% of non-member fees, rounded to the nearest \$5, for training dogs owned, co-owned, or fostered by them or by a member of their immediate family. Fostered dogs are limited to three dogs per year. "Immediate family" shall be the same as defined in the AKC Obedience Regulations. Any immediate family member residing in the home of a voting member may train a dog co-owned with the member for the same fee(s) as a Voting member as long as the member is in good standing.
- (c) Trainees cannot come out on the training floor until the Instructor invites them to do so.
- (d) The Club will present an appropriate recognition to the members whose dogs have obtained a title during the year. Members shall inform the Historian, in writing, giving the dog's name, date of title completion and name of the organization awarding the title. This information shall be maintained in a Club record book by the Historian.
- (e) Training and building equipment shall not be removed from the Club building except with Board approval.
- (f) A graduation certificate shall be presented to non-member trainees who have attended at least six training sessions of the Puppy, Basic or Novice or Beginner classes. Member trainees may request a graduation certificate.
- (g) RDOC encourages Instructors to attend seminars that will directly benefit our training program. Each year the Board will designate the sum to be available for Instructor Seminar Expense Reimbursement, not to exceed \$2,000. Each Instructor will be credited with \$100 toward seminar expenses (fees, travel, lodging, meals), if they have taught or co-taught at least two 8-week sessions during the calendar year. Training Assistants will be credited with \$50 toward seminar expenses (fees, travel, lodging, meals) if they have assisted with at least two 8-week sessions during the calendar year. Records will be kept by the Training Directors along with records of hours instructed. A maximum of \$100 per calendar year may be requested. Written approval from a Training Director must be requested by the Instructor or Training Assistant prior to attending the seminar. Requests for reimbursement will be accompanied by a standard voucher and appropriate receipts. Any Instructor and/or Training Assistant receiving reimbursement for seminar attendance shall, upon request, share information from the seminar in an appropriate manner (e.g. write an article for the *PAWPRINT*, give an informal seminar for Instructors and Training Assistants, or teach a special class session.)

- (h) Any dog known by the Board or an Instructor to have a history of aggression cannot come into the Club building or attend any Club event until it has been reinstated by the Board. To be reinstated, the dog's owner must show proof to the Board that their dog has been rehabilitated by a dog trainer qualified in rehabilitation and that the trainer confirms in writing that the dog has been rehabilitated. The Board is not required to reinstate any dog, and cannot reinstate a dog disqualified by AKC that has not been reinstated by AKC. Reinstated dogs should be evaluated every six months by a Training Director for continued participation in Club activities.
- (i) The use of electronic shock collars are prohibited in the club building, surrounding grounds and any club activity.

## **SECTION 6 - TROPHIES**

Donated Trophies which are not won will become the property of the Club if not collected by the Donor within one week after the trial.

## **SECTION 7 - TRAINEE REGISTRATION**

- (a) The training schedule will be approved by the Board prior to the start of class.
- (b) Suggested limits on class sizes are as follows:  
Puppy-10, Basic-12, Novice-12, Canine Good Citizen ("CGC")-12,  
Beginning Agility-8 (ages 8 mos.-10yrs.), Advanced Agility-12,  
Beginning Rally-12, Intermediate Rally-10, Advanced Rally Drop-In Basis,  
Freestyle-8, and Special Classes-8. Instructors may allow additional dogs with approval of a Training Director. Members will be required to completely fill out registration forms and undergo the same process required of trainees.
- (c) All registrations shall be made on line at RDOC's website. All class registrations for non-members shall be accompanied by full fees. Enrollment in available classes shall be on a first come, first served basis. Members may be notified of a class in advance of posting the class on line. The Registration Committee shall assist the Training Directors by maintaining an adequate supply of forms at the Club building.
- (d) If classes are not filled, late registrations can be approved by the Instructor with notification to the Training Directors. Class fees will not be prorated for late registration.
- (e) RDOC will not accept any wolf hybrids in any classes or on the premises, because a rabies vaccination has not been proven to be effective in wolf hybrids.
- (f) Transfers to other classes will have to be approved by the Instructor and the Training Director.
- (g) Refunds must be approved by the Board and are subject to a \$10.00 handling fee. A full refund will be given if owner withdraws before start of class. If RDOC removes a student for any reason, they will receive a prorated refund based on the number of classes attended. Otherwise no refunds as our current policy states on the registration form.

- (h) All rosters are to be printed no later than the first night of class. No class folders are to be removed from the Club building without approval of the Training Directors or the Registration Chairperson.
- (i) The Rescue Dog fee will be \$30.00 less than the regular class fee and proof must be provided from an organized adoption group. Class registration must be within 90 days or 3 months of the adoption date. A copy of the adoption papers must be provided to the instructor on the first class session. Applies to first class only.
- (j) A copy of each dog's current Rabies Certificate will be required of all dogs at the time of registration or on the first night of class with the exception of Member's dog(s) whose Rabies Certificates will be kept on file by the Registration Committee for the Recording Secretary and puppies until they have reached the age where rabies vaccinations are required.
- (k) No fee will be required from any trainee enrolling any assistance dog, guide dog, or similar service dog in any class. A certificate from the organization responsible for certifying the service dog shall be provided to the instructor on the first class session.

## **SECTION 8 - CLUB AND COMMITTEE ACTIVITIES**

- (a) The holiday party shall be held during December.
- (b) Flowers or other appropriate gift will be sent to members in case of surgery, injury or sickness requiring inpatient hospitalization, or in case of a death in a member's immediate family (defined as mother, father, spouse, sibling, and/or children), by the Corresponding Secretary. A \$60.00 limit is allowed for each ailment. Only a one-time flower arrangement or gift will be sent to an individual who requires multiple hospitalizations for treatment of the same illness or injury. In the case of a death, a \$60.00 limit for members and for member's immediate family is allowed. An equivalent sum may be sent as a donation upon request.
- (c) Expenses for refreshments, programs, etc., for the Club will be reimbursed as approved by the Board.
- (d) Any expense for Club activities, not expressly authorized in advance by the Board, shall require Board approval if the amount exceeds \$50.00. Anyone wishing reimbursement must submit a completed voucher to the Treasurer. Incomplete green sheet vouchers requesting reimbursement will be returned to the requester by mail by the Treasurer.
- (e) The monthly allowance for the Hospitality Committee shall be \$40.00.

## **SECTION 9 -DUTIES OF COMMITTEES**

- (a) **Audit:** Examines the CPA's report and all other financial records as may be necessary, and reports to the Board at its May meeting, and to the membership at its June meeting.

**(b) Agility Trial:**

1. Organizes and staffs one or more Agility Trials subject to AKC approval.
2. The Agility Trial Chairperson shall report to the Board within ninety days of the Trial(s) on the number of entries, Trial expenditures, and profits from the Trial.

**(c) Buildings and Grounds**

1. Obtains and maintains suitable building for training purposes, in close cooperation with the Landlord, Finance Committee and subject to Board approval.
2. Maintenance shall include but not be limited to the following: painting building; keeping plumbing and electrical fixtures in good repair; keeping the building and outside area clean; and keeping training equipment in good repair.
3. Purchases paper towels, toilet paper, cleaning supplies, garbage bags and fogging spray.
4. Prepares antiseptic and soap containers, empty outside trash cans and sanitizes the exercise area.
5. Coordinates with cleaning crew.

**(d) Demonstrations**

1. Schedules dates, times, and places of demonstrations, subject to Board approval.
2. Visits site to determine size and suitability of the floor surface.
3. Encourages members to participate and coordinate the activities at the demonstration.
4. Arranges for transportation of jumps and matting, as needed.
5. Coordinates with Publicity Chairperson to publicize events and distributes literature at demonstration.

**(e) Finance, Ways and Means**

1. Shall function as outlined in the by-laws.
2. Plans and organizes ID clinics. (e.g., microchip, tattoo, etc.)
3. Plans fund-raising and budget to present to the Board.

**(f) Historian**

1. Maintains records of all Club activities for the club archives, including scrapbooks.
2. Maintains records of obedience and other titles earned by members in each calendar year.

**(g) Hospitality**

1. **Club Meetings.**
  - a. Arranges for members to serve refreshments at monthly meetings.
  - b. Re-stocks kitchen supplies.
  
2. **Annual Holiday Party**
  - a. Obtains suitable location for party and report recommendations to the Board.
  - b. Plans the entire evening, including the program, allowing adequate time for the Training Directors to present Training Awards to the members as well as any additional awards to be presented by the President or the Club.
  - c. Submits an accounting of monies spent to the board; not to exceed the amount approved by the Board, following the event (per Section 8(c)).
  - d. A fee can be charged.
  - e. Publicizes event to the membership through the *PAWPRINT* sixty days in advance.
  
3. **Annual Picnic**
  - a. Arranges for a suitable location for Club's picnic to be held one day during the summer months.
  - b. Submits an accounting of monies spent, not to exceed the amount approved by the Board, following the event.
  - c. Plans the menu, purchase items the Club will furnish, and suggest what members should bring.
  - d. A fee can be charged.
  - e. A program may be planned if the Committee wishes.
  
4. **Judge's Party (Optional)**
  - a. Submits an accounting of monies spent, not to exceed the amount approved by the Board, following the event.
  - b. Plans the Judge's party in conjunction with the Obedience Trial Chairperson.
  
5. **Special Functions:** Supply refreshments for any special functions.
  
6. **Drink Machine.**
  - a. Arranges for general maintenance of machine.
  - b. Purchases drinks for machine.
  - c. Collects and records monies.



**(h) Matches and Run Thrus:**

1. Arranges for a program of matches and run thru.
2. Schedule of Club matches and run-thru dates shall be approved by the Board to avoid date conflicts.
3. Arranges for judges, stewards, trophies or other awards for these events.
4. A nominal registration fee may be charged, subject to Board approval.
5. While the purpose of Club matches is to prepare members and their dogs for exhibition in AKC approved events, all matches need not follow the regular obedience routines. However, it is the responsibility of this committee to inform participants of performance requirements at any match or run-thru, prior to the start of any judging.
6. Plan games and activities for special Club events.
7. Arrange for and/or conduct ring procedures.

**(i) Membership and Orientation:**

1. Shall encourage trainees to attend Club functions and introduce them to other members at Club functions.
2. Shall be responsible for having an adequate supply of Board approved Membership application forms on hand.
3. Membership applications will be given out by the Membership Chairperson only at Orientation meetings.
4. Copies of Article 1, Section 2 of the By-Laws, stating the Club's purpose, will be given out at the Orientation meeting.
5. Arranges to hold Orientation meetings with prospective voting members in accordance with Section 1 (b) of the Standing Rules. Provide information on history, scope of Club programs, rules and By-Laws, and requirements for membership. Notify Chairperson of the Hostess Committee of the special function.
6. Checks prospective members' attendance at Club and work functions and answer their questions.
7. The Membership Chairperson will notify new members of their election with a telephone call as soon as possible. The Corresponding Secretary will also send a letter.
8. One club packet will be issued to each new member by the Membership Chairperson, containing By-laws, Standing Rules and Membership Roster.

**(j) Obedience and Rally Trials:**

1. The Board shall appoint a Trial Chairperson. The committee shall consist of a Trial Chairperson, a Trial Secretary and at least four committee members.
2. Shall submit application for and be responsible for conducting the Obedience and Rally Trials to conform to AKC regulations.

3. Shall see that all equipment used for the Obedience and Rally Trials meets AKC standards. The equipment is to be kept in working order and securely maintained when not in use. Additional equipment needed for the Obedience and Rally Trials shall only be obtained with prior Board approval.
4. The Chairperson shall report to the Board within ninety days of the Trials on the number of entries, Trial expenditures, and profits from the Trials.

**(k) Office Management:**

1. Buys office supplies, club stationery and envelopes.
2. Files papers, organizes office area, cabinets and magazines in the building.
3. Provides building security sign in sheets.

**(l) Program:**

1. Arranges for programs for monthly meetings, if desired by the membership. All suggestions for programs are to be given to the Vice President, who is Program Committee Chairperson.
2. Expenses for programs will be reimbursed as approved by the Board.

**(m) Publicity:**

1. Makes every effort possible to get the name of the Club before the public and to make it known that demonstrations are available upon request.
2. Handles all paid newspaper advertising and publicity for all special events of the Club.
3. Keeps publicity materials in animal hospitals, pet shops, and rescue groups.

**(n) Corresponding Secretary:**

1. Sends cards to members whenever the occasion warrants in accordance with Section 8(b).
2. Sends cards to outside individuals as directed by the Board.
3. Sends flowers or other appropriate gifts in case of hospitalized sickness of a member or member's immediate family in accordance with Section 8(b).
4. Sends "Thank you" notes to referral resources of trainees when notified by the Registration Committee to do so.
5. Sends notification letters welcoming new members.

**(o) Registration:**

1. Obtains all forms and supplies necessary for training class registration, subject to Board approval.
2. Manages class rosters and student information.
3. Each instructor will be provided a roster of trainees in their respective classes by the first night of class; this information shall include the name of trainee, home address and telephone number, name of dog, breed of dog,

and any other pertinent details necessary. Two copies of the class roster shall be provided to the Instructor.

4. Shall maintain a file of Rabies Certificates for Members' dog(s).
5. Maintains a supply of graduation certificates and prints Puppy class and Basic class graduation certificates for classes as needed.

**(p) Records Retention:**

1. Shall consist of the Recording Secretary or a representative from the Board and a member of the following committees: Finance, Registration, Training and Website.
2. Shall determine appropriate retention schedules and implement a program for records retention.

**(q) Tracking:**

1. Submits applications for and be responsible for conducting one or more Tracking Tests, to conform to AKC regulations.
2. The Tracking Test Chairperson shall report to the Board within ninety days of the Test(s) on the number of entries, Test expenditures, and profits from the Test.

**(r) Training:**

1. Consists of the Training Directors as Chairpersons, all Instructors and Training Assistants as stated by the By-Laws.
2. Sets up a class schedule as needed.
3. Instructors and classes are assigned by the Training Directors with Board approval.
4. Recommends standards of training for all phases of training and holds meetings, at least quarterly, to keep abreast of methods of training.
5. Requests for refunds of training fees will be directed to the Training Directors. Any refunds will require Board approval.
6. With the Historian, obtains appropriate awards for presentation at the Holiday party.
7. Records hours of instruction earned by Instructors and Training Assistants participating in the Instructor's Training Program.
8. Supervises preparation of Obedience Training Certificates and Evaluation forms.
9. Shall schedule the CGC Test to be given at least once but no more than six times a year. The test shall coincide with any CGC class and shall be given on the last night of the class. The Instructor(s) of the class are not allowed to be the evaluators for the test. The fee for the test is included as part of the class. The public will be allowed to participate in the test and will be

charged the appropriate fee. The dates will be approved in advance by the Board of Directors.

10. Shall oversee the therapy dog testing performed by the Evaluator(s). The Evaluator(s) shall have each individual complete a registration form and provide a rabies certificate for each dog being tested.
11. Oversees and/or assigns prospective new member(s) assisting hours to an Instructor.

**(s) Telephone:**

1. Answer calls inquiring about training, schedules, and registration. Calls are not to be handled by non-Club members.
2. Telephone numbers of the members of this committee shall be made public.

**(t) Video/Audio:**

1. Maintains and stores Club audio video equipment.
2. Videos trials, training classes, and other Club functions as needed.

**(u) Information Technology:** This committee shall be responsible for all Information Technology (IT) hardware, software and services used by the club. This includes:

1. Shall maintain all computer hardware to ensure that it meets the needs of the club.
2. Shall ensure all IT systems used by the club are up to date with critical security software patches.
3. Shall design and maintain an informative, current, and interesting Internet web site.
4. Shall include a password secured "Members Only" section of the website for posting the Club roster, regulations, newsletters, and other documents that may not be appropriate for release to the Internet public.
5. Shall assign user IDs and passwords to "Members Only" to access the secured "Members Only" section of the website.
6. Shall manage all IT service contracts including, but not limited to, the Club's Internet Service Provider (ISP), Web Site Hosting provider and any software maintenance contracts.
7. Shall provide technical support for all new club activities and business processes that impact our IT infrastructure.
8. Shall ensure that all club data, stored on club computers or service providers, are securely backed up."

**(v) Keeper of the Keys:** The Committee will be responsible for maintaining a record of key holders and their key numbers.

- (w) **Virginia Federation of Dog Clubs and Breeders:** The Board shall appointment a representative to attend meeting and report back to the Club.
- (x) **Photography Committee:**
  1. Responsible for photographing Club events including, but not limited to, agility, obedience, rally, tracking and coursing ability tests (a/k/a CAT).
  2. Other club activities and events when needed, such as seminars, demos, parties and classes.
  3. The committee will process photographs for use on Club bulletin boards, scrap books and social media, web site and/or brochures.
  4. Maintains club bulletin boards.

## **SECTION 10 - AWARDS**

- (a) Awards will be given at the Holiday Party to Instructors and Training Assistants who have taught 100 hours or more and who are active members.
- (b) An Instructor's patch will be awarded after a member finishes the Instructor Training Program.
- (c) Membership Pins shall be presented at the Holiday party by the President. The pins will be presented on 5-year increments. The recording secretary will be responsible for keeping track of each members' years.
- (d) The Good Sportsmanship Award honors a member who shows outstanding sportsmanship in Obedience club activities. Any member may nominate another in writing for this award. The Board selects the honoree and the Award is awarded at the Holiday party.
- (e) The President's Award may be given to a member who has contributed to the Club in a way that is "above and beyond the call of duty." Any member may nominate another in writing for this award. The President selects the honoree and the award is given at the Holiday Party. The award need not be given every year.
- (f) Recognition will be given each year at the Holiday Party to all members who have earned a CGC Certification and/or therapy dog registration.
- (g) The Instructor of the Year Award honors an Instructor who based on number of hours served, trainee's evaluation forms or verbal comments and at the Training Directors' recommendation has distinguished himself/herself for the year. It will be presented annually at the Holiday Party by the Training Directors.
- (h) If a Member does not pick up an award within one (1) year of the Holiday Party the award will revert back to RDOC.
- (i) A contribution of up to \$100 will go toward the purchase of a picture and frame recognizing the title of an OTCH, MACH, CT or corresponding Preferred title(s) earned by a Voting, Junior, or Quarter Century member.

**SECTION 11 – AMENDMENTS**

These rules may be amended at any General Membership meeting, upon the majority vote of those members present.