FOREST CITY DOG TRAINING CLUB
STANDING RULES AND OPERATING POLICIES

CLUB BUILDING

The primary use of the club building is for Club meetings, Club related functions, and for classes offered to the general public. For the remainder of the time, use of the building is available to CLUB MEMBERS ONLY for training purposes involving dogs they own/co-own and train. Building and equipment use is for dog-related functions only.

Any member allowing non-members to train in the building at any time will be subject to immediate Board disciplinary action. (Unless the training is being performed by a currently listed instructor for FCDTC and is a scheduled extension of an existing class and approved by the Director of Training.)

Other than stated elsewhere in the STANDING RULES AND OPERATING POLICIES, the Board of Directors must approve all other usage of the building, as well as ALL equipment (Agility, Conformation, Obedience or Rally) in advance. The Club Secretary must maintain a Board-approved list of members or outside groups who have approved access to the building or equipment.

EXCEPTIONS: Members who have successfully completed a full training session (at our facility) in agility can use the agility equipment in the building, except for the contact equipment, without Board approval. Use of contact equipment without Board approval requires either advanced level training or onsite guidance with people proficient in the use of said equipment. Members that have had a complete training session (in our facility) in an Obedience, Conformation or Rally class can use the corresponding equipment without Board approval.

Board approval must be given prior to ANY Club equipment leaving the Club building.

LIFETIME MEMBERS

During the annual meeting, Lifetime Members shall designate a Lifetime Membership Representative. This representative shall make available Lifetime Membership applications to any interested club member; notify the ***Recall*** Editor to announce to the membership that Lifetime Membership applications are available and are available from the Club Secretary or the Lifetime Member Representative and will include their contact information. This announcement should also state that these applications apply for anyone but themselves. All completed applications are due by the first Thursday in September and given directly to the Lifetime Member Representative. The Representative will make copies and distribute at the annual Lifetime Member meeting.

During the month of October, the Lifetime members shall meet to discuss those Club members who may be considered for nomination to Lifetime member status, to be considered the Club Member must meet the criteria listed below. The Lifetime members present shall, with a majority vote, bring to the President, no later than October 30th, the names of those members approved for Lifetime Membership status (maximum 3 per year).

Lifetime membership requirements shall consist of:

- A minimum of 15 years continuous membership
- Serving as an Officer, Board member, or serving as a Committee Chairperson 3 or more times
- Shall have earned an AKC performance title
- Shall be nominated and approved by the existing lifetime members

New Lifetime members shall be announced at the January Club meeting and published in the January ***Recall***. The President shall have contacted the Awards Chairperson to have the appropriate plaque to be awarded the night of the announcement. Lifetime members are exempt from paying the yearly dues and pay only the minimum approved class discounted prices.

COMMITTEES

All committees terminate upon election of each new Board. The new Board shall at their discretion each year reappoint Standing Committees. Such Committees shall always be subject to the final authority of the Board. Committee Chairs may elect to appoint a Co-Chair with Board approval.

All Committee expenditures over $70 and less than $500 must be approved by the Board. All committee expenditures over $500 need to be brought before the General Membership for an approval vote. The Treasurer will reimburse Club members who incur reasonable costs at the Board's discretion (receipts must accompany request) for the benefit of the Club.

EARNED WORK CREDITS FOR MEMBER CLUB BENEFITS

Members who participate in any of the functions listed below will have earned a Club work credit. The minimum number (of credits) will be set by the Board at the December Board meeting for the next year's work credit requirements and announced at the December general meeting. The Board may set the number from 8-20 work credits. A Member's Earned work credits are based upon the previous year's earned work credit total.

Meeting the minimum number of work credits as set by the Board will allow Members:

1. To earn an 75% reduction in class fee for training sessions in Obedience/Rally.
2. To earn an 40% reduced class fee for training sessions in Agility.
3. A building key. Locks will be changed yearly, with new keys being available at the annual meeting in January for those who have qualified for a key and must be a member for 1 year. The actual cost of changing the locks and new keys will be passed on to the membership with a fee not to exceed $25.
4. Key holders must lock the doors upon leaving the facility. Leaving the building unlocked will result in a written warning for the first offense, a $25.00 fine for the second offense, and if there is a third offense within a year, the member must relinquish their key for a period of 12 months from the date of relinquishment.

EXCEPTIONS: Board members, Lifetime members, members who teach all class sessions during the year, ***Recall*** Editor, Registration Chair, Webmaster, Agility Chair, Conformation Chair, Obedience/Rally Chair, Awards, and the Building Maintenance Chair(s) do not have to meet the earned work credit requirements.

ITEMS LISTED BELOW COUNT AS ONE WORK CREDIT EACH

Each item can be done more than once, and one credit is given for each time completed. This list may be expanded by a vote to the membership and permanently added to this list the next time the Standing Rules and Operating Policies are revised.

Assisting on projects approved by the Board (example: Seminars, Building renovation, Etc.)

Setup at a Trial
Tear down at a Trial
Class Credit Chair (Database)
Collars & Leashes Chair
Being a Committee Chair or Co-Chair
Class Instructor
Selling Collars and Leashes
Cleanup Day
Club Maintenance
Club Sponsored Therapy Demos
Bathroom Supplies Chair
Assisting in Registration
Assisting at any Club Run Thru
CGC/CGCA/Star Puppy Evaluation
Working at a Club Trial
Attending 6 Club Meetings per year
Assisting a Class Instructor
Club Sponsored Public Demos
Registration Chair
Attending a Committee Meeting
Outside Poop-Bag supplies
Emptying outdoor Poop Bucket(s)
Agility Equipment Maintenance

LEASHES AND COLLARS

Leashes and Collars are to be sold at the beginning of each new session for the number of weeks to be determined by the Board for Puppy and Beginners classes.

BUDGETS

President: Emergency fund of $200. The Treasurer will reimburse Club members who incur reasonable costs at the Board's discretion (receipts must accompany request) for the benefit of the Club.

DONATIONS

Donations are restricted to areas related to dog activities. Monetary donations up to $100 can be approved by the Board. Upon Board approval of a request, a greater amount would require membership approval.

ANNUAL AWARD PLAQUES

Plaques/plates are given annually to adult and junior members who have earned an AKC title or own a dog receiving an AKC title(s) while a member of the Club.

FEES

The Board shall review all class fees in October and recommend any necessary adjustments to stay competitive with other local training facilities. The Board's recommendations shall be reported to the membership at the November club meeting for discussion, followed by a vote to change any fees. For any classes not listed below, the fees and membership discount for those classes will be recommended by the Board and brought to the General Membership for approval in November.

1. Obedience venue class fees for FULL members who have met the earned work credit requirements will be 25% of the fee charged the general public (rounded to the nearest dollar) for each class session. Members can use 1 class credit as the class fee for one obedience venue class.
2. Obedience venue class fees for NEW members (less than one year), and those who have not met the earned work credit requirements will be 80% of the fee charged for the general public (rounded to the nearest dollar) for each Obedience venue class.
3. Class fees for Non-members (the general public) shall be the same for each of the following classes: All Obedience venues and shall not exceed $200.
4. Agility class fees for FULL members who have met the earned work credit requirements will be 60% of the fee charged the general public (rounded to the nearest dollar) for each class session. Members can use 3 class credits as the class fee for one agility class, any level.
5. Agility class fees for NEW members (less than one year), and those who have not met the earned work credit requirements will be 80% of the fee charged to the general public (rounded to the nearest dollar) for each class session.
6. Class fees for Non-members (the general public) shall be the same for each of the following classes: All Agility classes and shall not exceed $250.

When a Guest Instructor (approved by the Board) is hired, the Board will also set the member fees for that class, which should reflect a portion of the fee charged by the guest instructor. When drop-in training is approved by the membership for any of the classes listed above, the fees will be the current session fee divided by the number of classes in that session (rounded up to the nearest dollar).

DISCOUNTS: The membership may approve a 20% discount to certain groups of nonmembers such as those training service dogs, dogs adopted from animal shelters, or recognized rescue organizations, and potentially youth organizations. The Club Secretary will provide codes and give the Registration Chair a current copy of the approved Discount codes prior to each registration.

REFUNDS: Refunds are not given for any class unless that class is cancelled, or for safety reasons. However, with Board approval a refund/credit for a future class may be issued. The person requesting the refund/class credit must send a letter or email to the Club Secretary or Director of Training stating the details of the refund request. The Secretary will contact the person in writing to advise them of the Board's decision. The Board may make exceptions due to extenuating circumstances (i.e., death of handler, death of the dog, or a written letter from a veterinarian stating that the dog is unable to continue in any class). Fees may be refunded prior to close of session registration.

FREE CLASSES: If a Club member instructs or assists in a class, that Club member will receive 1 free class credit for a future session, but they must instruct/assist 70% of the classes for the session. All Board members, Webmaster, Chair of the Leashes and Collars, Registration Chair, Building and Maintenance Chair and Public Demo Chair will also receive 1 free class credit each session. Trial Chair(s) and Trial Secretary(s) will receive 1 free class credit each trial. All class credits are subject to an additional fee for a guest instructor. Credits may be distributed within a valid family membership as defined in the Club's Constitution and By-Laws, (BY-LAW SECTION) Article 1, Section 1C.

CLASS INSTRUCTOR AND ASSISTANT EXPENSE CHECKS: Teaching Stipend amounts for instructors and assistants will be set by the Board (at the December Board meeting for the following year) but may not exceed $175 per class. Checks will be issued for all instructors that instruct 70% of the classes for that session. Only one instructor and one assistant will be paid for each unless an additional assistant is approved by the Board of Directors. The Treasurer will distribute these checks before the end of that session.

CLASS TOTALS

Totals listed below for classes are the MAXIMUM amounts for each class and should not be exceeded for any reason without the approval of the Director of Training:

Puppy	12	Beginners	12	Intermediate	12
Advanced	12	Novice	12	Open	10
Utility	6	Agility	8	Rally	10
Tricks	10	Scent work	6	Tracking (Beginning)	6
Tracking (Adv)	3	Therapy	8	Agility 2x2	6

Other class limits must be approved by the Director of Training with instructor(s). input.

***The minimum enrollment for a class is 3 students:**

If minimum enrollment is not reached, the class may be canceled by the Director of Training Instructors and assistants of a cancelled class will receive one teaching credit for the cancelled class, but stipends will not be paid for any cancelled class. Students of the cancelled class will be offered a class of the same level if available. If no such comparable class is available, the student will be offered their choice of a class one level above or below the original class. Non-comparable level changes will be coordinated with the venue chair, registration, and the DOT.

Class cancellation may be overridden by the Director of Training if it is determined circumstances warrant it.

JOB DEFINITIONS

AGILITY CHAIRPERSON shall solicit and approve qualified instructors and assistants in conjunction with the Director of Training. The Board must approve the hiring of Agility Guest Instructors BEFORE the signing of any contract occurs. Contracts must be returned to the Secretary before the start of class the Agility Guest Instructor was hired to teach.

They may conduct meetings for instructors in conjunction with the Director of Training. They will monitor Agility equipment maintenance for safety and wear.

Instructors must have titled a dog at the class level they instruct, except for non-competitive format classes. They should also have assisted 2 to 5 sessions of classes at the Club, or another training organization as approved by the Director of Training.

Assistants must be actively training and/or have taken at least one class at the Club and be approved by the Director of Training.

Instructors shall provide each member of the Foundation class an Instructor evaluation form the last week of class. Students will place their evaluation sheets in the box by the main office provided for evaluation sheets. These evaluations will then be read by the Director of Training for feedback.

AGILITY RUN-THRU CHAIRPERSON will be responsible for setting up and coordinating with the Webmaster to put the event on the Club's website, calendar, Facebook, or wherever the Chair feels could help promote the monthly run-thrus. A complete listing of all paid participants will be submitted to the Treasurer along with the fees collected no later than the next general meeting.

AGILITY TRIAL CHAIRPERSON will organize the trial(s) including: Select and secure judges for future trial(s) up to 2 years in advance but will not select judges who have judged at a FCDTC trial within a two-year period; select Trial Committee Chairs for the various committees and conduct committee meetings; direct setup to make sure rings are organized according to the layout design (as submitted to the AKC). The Trial Chair and their Committee Chairs shall meet the AKC requirements and follow guidelines as stated in the AKC Agility Trial Manual. Emergency exceptions must be approved by the Board. The trial chair shall after the close of the trial submit an itemized P&L to the Club Treasurer and President within 7 days of the trial's end.

AGILITY TRIAL RIBBON & MACH BAR CHAIRPERSON will be responsible for ordering ribbons and Mach Bars for the Agility trials. Receipts and/or Reimbursement form will be submitted to the Treasurer no later than the next general meeting.

AUDIT COMMITTEE will audit the Treasurers books quarterly. This committee will consist of 4 Club members, one of which shall be a Board member, and the other three to be general members. The Audit Committee will report their findings to the Board and general membership during the monthly meeting (in **February, May, August, and November**) following the audit. The audit will consist of no less than three members present. Once a year an audit of all other receipt areas will be conducted and reported to the Board and General membership.

CLASS AWARDS CHAIRPERSON will provide appropriate materials (certificates, forms, etc.) for each class offered. These packets of material will be made available to the instructors at least one week before the final class. A ribbon is to be provided for Most Improved Handler and Most Improved Dog for non-member students.

CO-CHAIRPERSON assists and learns the job of the Chairperson so in the future, if they so desire, they would be capable of taking that position.

CONFORMATION CHAIRPERSON will register students for the drop-in class, collect fees and submit these to the Treasurer. A complete listing of all paid students will be submitted to the Treasurer along with the fees collected no later than the next Conformation Class. This person must receive Board approval before hiring a Guest Conformation Instructor. They will monitor Conformation equipment maintenance for safety and wear.

Instructors should have assisted 2 to 5 sessions of classes in the Club, or another training organization as approved by the Director of Training and must have titled a dog at the class level they instruct.

Assistants must be actively training in Conformation and/or have taken at least one class session at the Club.

EARNED WORK CREDIT CHAIRPERSON must maintain a full and complete record of all Club members' earned work credits. The Vice President will oversee these throughout the year. Each member is responsible for posting these on the sheet online.

EDUCATIONAL PROGRAM CHAIRPERSON shall advise of educational opportunities at monthly meetings.

EQUIPMENT/BUILDING CHAIRPERSON will facilitate repair, maintenance, cleaning of the Club building, and equipment.

OBEDIENCE CHAIRPERSON shall solicit qualified instructors and assistants in conjunction with the Director of Training. The Board must approve the hiring of a Guest Instructor BEFORE the signing of any contract occurs. Contracts must be returned to the Secretary before the start of class the Guest Instructor was hired to teach.

The chair may conduct meetings for instructors in conjunction with the Director of Training. They will monitor the Obedience equipment for maintenance, repair, or replacement.

Obedience/Rally & all other ancillary Obedience class instructors must have titled a dog at the class level they instruct, except for Puppy-Advanced instructors. Instructors should also have assisted 2 to 5 sessions in various classes in the Club or have qualifications from another training organization and be approved by the Director of Training.

Assistants must be actively training and/or have taken at least one class at the Club and be approved by the Director of Training.

At the last class of each session, a ribbon may be given by the instructor for a nonmember that has put forth a lot of effort and shown great improvement in the class. A ribbon may also be given for Most Improved Dog. Members may only receive an Honorable Mention. Students will place their evaluation sheets in the box by the main office provided for evaluation sheets. These evaluations will then be read by the Director of Training for feedback.

OBEDIENCE/RALLY RUN-THRU CHAIRPERSON(S) will be responsible for setting up and coordinating the rings, stewards. Coordinating with the Webmaster to put the event on the Club's website, calendar, Facebook, or wherever the Chair feels could help promote the monthly run-thrus. A complete listing of all paid participants will be submitted to the Treasurer along with the fees collected no later than the next general meeting.

OBEDIENCE/RALLY OR PERFORMANCE TRIAL CHAIRPERSON will organize the trial(s) including: Select and secure judges for future trial(s) up to 2 years in advance, but will not select judges who have judged at a FCDTC trial within a two-year period; select and secure contracted services related to the trial; select Committee Chairs for the various committees and conduct committee meetings; direct setup to make sure rings are organized according to the layout design (as submitted to the AKC), and make packets for each ring containing the necessary information. The Trial Chair and their Committee Chairs shall meet the requirements and follow guidelines as stated in the AKC Obedience Trial Manual. The Trial Chair shall after the close of the trial submit an itemized P&L to the club Treasurer and President within 7 days of the trial's end.

OBEDIENCE/RALLY TRIAL TROPHY CHAIRPERSON will solicit donations for the Trial and be responsible for ordering ribbons and trophies for the annual Obedience/Rally trial. Receipts and Reimbursement form will be submitted to the Treasurer no later than the next general meeting. The Trophy Chairperson will keep a list of all donations received.

PUBLIC DEMO CHAIRPERSON This is to include Therapy Dog demos as well. This person is responsible for all demos which are requested at public venues (i.e. County Fairs, Convention Center(s), Park events and Malls, schools, churches and nursing homes.). They are responsible for getting the Club members to volunteer to be a part of the demo and letting them know where the demo will be held. They are also responsible for bringing any equipment that is needed and arrange for speakers during the demonstration.

REGISTRATION CHAIRPERSON will conduct an online registration for each class session. They are also responsible for creating the class rosters for each class session and getting copies to the Instructors BEFORE the classes begin. Copies of the class rosters are made and brought down to the Club the weekend before the classes begin.

WEB SITE CHAIRPERSON is responsible for maintaining a public web site and Facebook posts. The web site should be an extension of our Club's publicity and information. They will promptly post the class registration offering each class session as soon as it is provided to them. There shall be a Members Section for private club member information such as instructor lists, member lists, and other information. The Members Section of the website should be password protected and a new password will be given to the general membership at the Annual meeting each January. Any revisions to the layout of the website are to be approved by the Board prior to implementation.

CHANGES TO THESE STANDING RULES AND OPERATING POLICIES CAN BE MADE ONLY AFTER NOTIFICATION OF THE GENERAL MEMBERSHIP. NOTIFICATIONS MUST BE MADE IN WRITING AT LEAST TWO WEEKS PRIOR TO THE VOTE ON THE PROPOSED CHANGE(S). FOR PASSAGE A 2/3 VOTE OF THE MEMBERS VOTING AT THE CLUB MEETING IS REQUIRED TO PASS.

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