

Policy Manual

Approved by the Board of Directors – September 23, 2003

Ratified by the General Membership – October 20, 2003

Amended April 19, 2004

Amended and Approved by the Board of Directors – October 24, 2005

Ratified by the General Membership – February 20, 2006

Club Policies:

The main policies of the Sierra-Tuolumne Kennel Club, Inc. are set forth in the Constitution and Bylaws and in the Articles of Incorporation as filed with the State of California in 1976.

All members of this Club will conduct themselves according to the Club's Constitution, Bylaws and Policies. To ensure that the Club's business as well as its relationship to the public and other organizations is maintained in an orderly manner, the policies herein adopted by a simple majority vote of the General Membership will be strictly adhered to at all times.

Any deviation may be considered grounds for charges of misconduct as provided for in Article VI of the Constitution and Bylaws.

Show Policies:

No dog that is owned or co-owned by a member or their immediate family may be exhibited at Club hosted conformation, obedience or rally shows and trials.

Dues and Membership Fees

Membership dues are as follows:

1. Regular Membership \$25.00
2. Family Membership \$35.00
3. Junior Membership \$10.00
4. Honorary Membership \$00.00

The annual dues, for those who are elected to membership during the months of October, November and December, shall be valid until December 31 of the following calendar year.

There will be a one-time administrative fee for \$10.00 for each application received for membership.

The Board shall discuss any changes in dues and their recommendations must first be posted either in the monthly newsletter or in writing to the general membership and then ratified by a simple majority vote of those members present and voting at the next general meeting.

Club Committees and Positions

The Board may from time to time create or omit committees and positions based on need and the good of the Club.

The basic responsibilities of these committees and positions are outlined below, but are not limited to these descriptions.

Club Committees:

1. **Budget:** Maintain and revise budgets for purchases pertaining to any STKC events and conduct the annual internal audit.
2. **Class:** Maintain and update curriculum for classes that STKC offers and is responsible for the selection and conduct of instructors.

This committee must have 1 instructor from each class and at least 1 club member who is not involved in the running of the classes.

3. **Events:** Responsible for organizing the various events that STKC hosts through the year. This committee will have different members on it according to the event being hosted. Responsible for judges' selection and travel arrangements, event location, all required paper work from the various organizations involved, equipment specifications and condition and any other planning required.
4. **Hospitality:** Maintain hospitality inventory and supply basic hospitality at STKC events throughout the year.

Club Positions:

1. **Editor:** Write monthly newsletter.
2. **Education:** Plan two (2) internal educational programs a year.
3. **Historian:** Maintain annual scrap-books with all pertinent history pertaining to STKC.
4. **Inventory Coordinator:** Keep current records of all equipment.
5. **Librarian:** Maintain the Club library.
6. **Membership:** Maintain the Club roster and furnish updates as needed throughout the year. A new membership roster complete with Club Constitution, Bylaws and Policies will be furnished to all new members within 30 days of their acceptance to the Club. A revised edition of the roster will be issued to all club members by the March General Meeting.
7. **Publicity:** Work with newspaper, radio and any other means needed to promote all STKC events.
8. **Sergeant at Arms:** Must maintain order at all meetings and keep the discussions on task.

9. **Sunshine:** Send cards etc. to members in the event of illness or death either to humans or dogs.
10. **Trophies:** Maintain ribbon inventory for all trials and coordinate trophies and donations for the November conformation/obedience show.
11. **Webmaster:** Maintain the Club website.

Club Equipment and Property

1. All equipment will be centrally stored for safe keeping and availability.
2. The Inventory Coordinator must be notified of any changes, deletions or additions to the Club property and equipment.
3. Club equipment is available for loan upon Board approval and written contract between the Board and the borrower. Equipment will only be loaned to other clubs for dog related events and club members for dog related community service events. No club member may use or borrow club equipment for personal use.

No club equipment may be on loan 45 days prior to any STKC event.
4. Any major equipment or property purchases must have prior Board approval.

Fees, Instructors, and Compensations

Class Fees:

1. All classes, no matter the duration or content will be \$65.00 to the public. In the event that a student does not pass the Canine Good Citizen test, they will be

issued a ten dollar (\$10.00) class coupon valid for the next session.

2. Club members will be charged \$55.00 for all classes.
3. All current instructors will receive one (1) free class per year. These must be used within one year of earning and will be redeemed on the honor system.
4. The Humane Society and Animal Control will receive a certificate valid for either one (1) free Puppy or one (1) free Basic obedience class per session that they may give to whomever they deem worthy.

All fees shall be set or changed as warranted in the following manner:

(a) The Board will discuss changes in class fees and their recommendations must first be posted either in the monthly newsletter or in writing to the general membership and then ratified by a simple majority vote of those members present and voting at the next general meeting.

Instructor Qualifications

All instructors must meet the basic requirements as outlined herein and be approved by the Class Committee. Instructors must be in good standing with AKC and STKC. All instructors must follow and instruct classes according to AKC rules.

Continuing education is highly recommended and encouraged.

The Class Committee has the right to refuse service to any participants in classes given by STKC. (The lead instructor of that class must be included in this decision even if they are not on the committee).

Instructor qualifications may be waived on a case by case basis for a maximum of 1 year, upon approval of the Board of Directors. During this time it is expected that the individual will take the necessary steps to become qualified to teach the

class. If the qualifications are not met within that year, they must be replaced with a qualified instructor.

Lead Instructors:

- (a) Must have earned at least 1 title in their field of instruction.
- (b) Must be actively training and competing.
- (c) Must have been an Assistant Instructor with STKC for at least one session (amended 4/19/04)

Assistant Instructors:

- (a) Must have earned at least one (1) title.
- (b) Must be actively training their dog.
- (c) Must have completed one STKC session as a Student Instructor (amended 4/19/04)

Student Instructors:

- (a) Must have completed basic obedience training with STKC.
- (b) Must be actively training their dog and working toward competing in the ring.

All instructors are subject to review by the Class Committee. Class critiques will be available to all students should they wish to give STKC their comments on classes and instructors.

In the event that an instructor receives negative comments, the Class Committee will review the situation and make their recommendations to the Board for any action deemed necessary.

Internal Instructor Compensation:

The income from each individual class will be dispersed to the instructors for that class.

Grounds fees will be taken off the gross income on a percentage basis of the students per class.

e.g. If the Basic class has 50% of the students enrolled, Intermediate has 20% and the Puppy class has 30 %, then 50% of the fees will be paid from Basic, 20% from Intermediate and 30% from the Puppy income.

Any classes that instructors take as their free class will not be paid to the club instructor teaching that class.

The net income will be dispersed in the following manner:

- (a) Lead and Assistant instructors will receive and divide 60% of the net income.
- (b) Student Instructors will receive a flat fee of \$60.00 to be taken from the gross income.
- (c) Lead Instructors will receive and divide an additional 10% of the net income.

The Board shall discuss any changes in instructor compensation. Recommendations must first be posted either in the monthly newsletter or in writing to the general membership and then ratified by a simple majority vote of those members present and voting at the next general meeting.

Policy Revisions:

Club policies may be modified once proposed changes have been presented in writing to the voting membership. Such revisions will be adopted by a simple majority vote of the members present and voting at a regularly scheduled meeting. All policy revisions will be printed in the monthly newsletter and posted on the website after receiving Club approval.