

DEL MONTE KENNEL CLUB

POLICY & PROCEDURES MANUAL

STRUCTURE: These **POLICIES** and **PROCEDURES** have been arranged in the following categories

1. **DOG SHOWS**
2. **PERFORMANCE EVENTS, including obedience, agility and handling classes**
3. **FINANCIAL**
4. **OFFICERS and DIRECTORS**
5. **AWARDS TO MEMBERS**
6. **MEMBERSHIP**
7. **MISCELLANEOUS**

1. **DOG SHOWS**

- a. **THE SHOW COMMITTEE** – shall consist of the Chair, the Assistant Chair, the Obedience Chair, the Treasurer, and DMKC's current president. The Show Committee shall be in direct charge of and responsible for the Club's All Breed dog show activities for the year. They will also be considered the Bench Committee
- b. **SHOW COMMITTEE REPORTS** – The chair shall make full and regular reports to the membership regarding the show for which he/she is responsible.
- c. **SHOW CHECKLIST** – Among his/her other responsibilities, each show chair shall update a continuing checklist pertaining to tasks to be performed and their sequence.
- d. **SELECTION OF JUDGES** – In October of each year, the Club secretary shall send a form to each member soliciting suggestions and recommendations for judges to be asked to officiate at forthcoming shows. The names proposed shall be put into lists by year, which will be made available to the membership at a regular meeting of the Club. Each show chair shall consult the list of judges recommended for the year of his or her show responsibility. The Recording Secretary will maintain a copy of the proposed judge's names in the club files.
- e. **SHOW PARTIES** – All show connected events involving any use of Club funds must be open to all members to attend and members should be advised in advance of the time and location of any such events.
- f. **CATALOGS** – Every member may receive one free show catalog. The Show Chair, Trophy Chair, Obedience Chair, and Advertising Chair may receive one additional show catalog. Every advertiser is to receive one free catalog.
- g. **CONCESSIONS** – Booth space must be pre-paid.
- h. **TROPHIES** – Trophies should be consistent throughout each show. The Show Committee may decide on the nature of the trophies it wishes to award and submit its recommendation to the Board for approval.
- i. **DONATED TROPHIES** – All-breed clubs, breed clubs, and individuals other than DMKC members who wish to sponsor trophies for a DMKC show must either donate to the general trophy fund or contact the DMKC trophy chair regarding selection and cost of the designated trophies.

- j. **ROLE OF MEMBERS** – Every effort should be made by the Show Chair and his or her committee to use Club members for show jobs such as catalog sales, ring stewards, transportation, etc., on the day of the show.
- k. **DAY-OF-SHOW LUNCHEON** – The lunch is to be open to all judges, their guests, and all club members. Others may be invited at the discretion of the Show Chair. Plans for the luncheon should include designation of enough space for most judges, guests, and members to lunch at the same time. Also included as guests: the AKC Representative, Photographers, Superintendent, EMT, Veterinarian, ring stewards and parking personnel.
- l. **SHOW ATTIRE** – For easy identification, it is suggested that DMKC members wear:
Formal
Blue blazer with club logo, white shirt, white pants, white skirt or khaki pants. Ties and hats maybe worn. Official name tags should also be worn on jackets
Informal
Blue or white polo shirt with club logo with either white pants or khaki pants. Official name tags may be worn on jackets. Outer jackets, sweat shirts or hats with club logo may be worn.
- m. **INELIGIBLE TO SHOW:** At the All Breed Show, the President, the Show Chair, the Obedience Chair, the Treasurer, and the Hospitality Chair (transportation chair) will not exhibit any dogs owned or co-owned.
- n. **MEMBERSHIP EXPECTATION:** It is expected that all members will actively participate in and take responsibility for the work required to put on the club's all-breed conformation show.
- o. **MEMBERS EXHIBITING THEIR DOGS:** Dogs owned or co-owned by members (other than Show Chair, Obedience Chair, President, Treasurer or Judges' Hospitality Chair) may be exhibited, but this privilege should not interfere with their assigned jobs. Members exhibiting dogs will segregate themselves in the Hospitality Tent from the judges to avoid the appearance of impropriety.
- p. **SUPERINTENDENT** - The Show Chair should request that the Superintendent ship a box of premium lists to the Club at the earliest possible moment, to be sent to local obedience clubs by the Show Committee.
- q. **MEMBER-DONATED GROUP TROPHIES** – Members may select to donate group trophies in order of their entrance into the club, earliest first. The member's date of entry appears next to his or her name in the membership list.
- r. **ALLEGATIONS OF MISCONDUCT AT SHOWS** – Are to be heard by the DMKC "Bench Show Committee," an entity which has been especially designated to perform this function.
- s. **PREPAID PARKING and BOOTH RENTAL FEES** are not refundable after the date entries close. This should be clearly stated in the premium list.

2. PERFORMANCE EVENTS & CLASSES

CLASS FEES – Are to be determined by the Board on the recommendation of the Obedience and Conformation Committee

MEMBER DISCOUNT – Members are to be charged one-half of the fees charged to non-members. Members who regularly assist with the classes will not be charged any fee provided they continue to help with training at the direction of the instructor.

SPECIAL DISCOUNTS – Service Dogs in training may attend classes at no tuition. Non-members who have been training the same dog in these classes year round for FIVE or more years are entitled to a 50% discount. All others will pay the full fee.

All Members in good standing who wish to obedience train their dogs will receive a 50% discount for regular sessions or drop-ins. Obedience Committee members who assist with the classes (set-up, close-up, registration, graduation and other ongoing duties needed to run the classes) are entitled to train their dogs at no charge as long as the members are helping on a regular basis). A member in good standing is deemed to be one whose dues are paid and is eligible to vote at club meetings.

CONFORMATION CLASSES – Any DMKC member assisting with a class may bring one dog to that class at no charge.

MINIMUM AGE AT CLASS – Shall be established before class is offered to the public.

HEALTH CONCERNS – The owner of each dog in all classes covered by this section must certify to DMKC that the dog's immunizations are up to date.

AGILITY: All members may enter their dogs in the agility trials.

3. FINANCIAL

- a. **INVENTORY** – Every DMKC member who has any club property in his or her possession must submit a list of such properties to the Treasurer at the November meeting of each calendar year. If any materials have been lent to any non-member, the DMKC member responsible for the loan shall advise the treasurer, with particulars. The Treasurer shall include the completed inventory in his or her annual report.
- b. **TREASURER** – The Treasurer is to pay DMKC's bills subject to the approval of the Board of Committee member who authorized the expenditure. For show or other event expenditures, approval to pay should preferably be in writing.
- c. **SAVINGS** – Should be placed in interest bearing accounts or certificates of deposit.
- d. **BUSINESS AGREEMENTS** – Between the Club and other entities must be in writing, and all such agreements are subject to the approval of the Board.
- e. **THE CLUB'S LIABILITY INSURANCE** – Must cover the Treasurer and those who have access to club accounts.

4. OFFICERS AND DIRECTORS

- a. **ELIGIBILITY TO SERVE** – A member who is not eligible to vote at Club meetings cannot be appointed to the Nominating Committee and cannot be nominated for any elected office. A member becomes ineligible by missing 4 consecutive meetings.

5. AWARDS DINNER

- a. **TIMING** – The Awards Dinner should be held annually, preferably in the Spring.
- b. **AWARDS POLICY** – A copy of the criteria that must be met for an award to be made shall be mailed to members together with the announcement of the date, location, time, etc., of the dinner.
- c. **BASIC REQUIREMENT FOR AWARDS** – For a dog or bitch to receive an award, the dog or bitch must have received a particular title or honor when its owner was a member of DMKC. The owner of the dog or bitch need not have been a member of DMKC for the entire award year. Dogs and bitches that earn the awards described need not be wholly owned by a DMKC member, but may be co-owned by a DMKC member and a non-member.

- + To be eligible for any of these awards, dogs and bitches must be owned or co-owned by DMKC members who are active in DMKC.
- + Dogs and bitches must have finished their approved AKC titles in a given year.
- + The above titles must have been published in the AKC Gazette, January through December of the year in question,
- + Dogs or bitches that have been ranked in the top ten nationally for their respective breed club in show, field, obedience, and any other AKC-approved performance activity will be eligible for awards.
- + Only one award will be given at DMKC expense regardless of the number of awards for which a dog or bitch is eligible. A member may order and pay for additional awards for which his dogs or bitches are eligible or may add titles to a goblet earned in a previous year by the same dog or bitch at his own expense. Questions regarding this procedure may be directed to the year's chair of the awards dinner well in advance of the dinner date.

6. MEMBERSHIP

- a. **MEMBERSHIP APPLICATIONS** – A DMKC member who is not eligible to vote may not sponsor a person for DMKC membership.
- b. If prospective members attend the meeting at which their application is read to the general DMKC membership or the vote on their membership is taken, their sponsors should suggest that they leave the room during the pertinent time.
- c. **ANNOUNCEMENT OF RESULT OF VOTE** – When announcing whether the prospective member has been voted into membership by the required 2/3 vote, the President shall not include the number of votes cast for or against even by implication, as by use of the word 'unanimous.'
- d. **MEMBERS** may not make money through their association with the Club.
- e. The prospective membership application shall be accompanied by payment for the first year's dues. If the application is not approved, the payment will be returned to the applicant.

7. MISCELLANEOUS

- a. **BRAGS** – Should be included in the club minutes. Data is to be written on an approved form available from the Club secretary and submitted to the secretary at the close of each meeting.
- b. **CLUB MEDALLIONS** – are not for sale, but must be won at a dog show.
- c. **NAME TAGS** – These are purchased by the Club for all members and give the member's name plus his or her preferred breeds. They should be worn at all Club events. The club will only provide one name tag per member. Replacement tags are at the expense of the member.
- d. **MEMBER RESPONSIBILITIES** – Those members not generally available for work on the show and match or the classes or events are encouraged to participate in other ways such as by buying catalog ads, donation to the trophy fund, and the like. Every member is expected to support the Club in one way or another.
- e. **CLUB LOGO** – the Lone Cypress Tree logo should be used on show and match catalogs, flyers, stationary, etc.

- f. **CLUB ARCHIVES** – The Board shall appoint a Club Historian annually to be custodian of the Club archives and to keep the archives current. Committee chairs should send two copies of any materials generated to the Club Historian for the archives. The archives should be kept in a locked facility that is resistant to damage from sun and rain. Files to be maintained in weather resistant containers.
- g. **MEMBERSHIP LISTS** – The names of all members of standing committees shall be listed on the membership list each time it is compiled. The name of each member shall be followed by the month and year the member entered the Club.
- h. **WEBSITE POLICY** – Links may include: Members' Businesses, Dog Related information, Other Training Clubs, Links for vendors (Photographers) from our all breed show.
- i. **DMKC PHOTO ALBUM POLICY** – Each member may have one photo in the members' dogs' photo album. The photo may be changed every six months if the member desires. Submissions may be made electronically to the DMKC webmaster. If the member does not have access to an electronic image the webmaster may scan the photo as long as the image's copyright holder agrees. Electronic submissions must be a color JPEG that is at least 380 pixels wide and 300 pixels high. Larger submissions will be resized but will not be cropped. Photos should be accompanied by the dog's call name and owner's name. (Short caption) Photos do not have to be conformation photos or taken at DMKC events. They may be candid or action photos. Multiple dogs owned by a member may be in the same photograph. The featured member's dog photo on the DMKC home page will be changed every two months.
- j. **TO CHANGE OR ADD TO THESE POLICIES AND PROCEDURES** – Any member eligible to vote may make suggestions or recommendation in writing or may make a motion during a regular meeting.
- k. **MASTER COPY OF THESE POLICIES AND PROCEDURES** – shall be kept at the back of the Secretary's Book of Minutes for ready reference.
- l. **DELEGATE** - The Delegate shall provide the Treasurer with an accounting of the stipend provided him by the Club.
- m. **POST OFFICE KEY** – There shall be two post office box keys. Maintenance of keys to be determined by the Board.
- n. **STORAGE LOCKER KEY** – There shall be a list of all holders of keys to the Club storage facility. One to be kept by the President and one by the Treasurer.

Revised and updated February 2011