



## SAMMAMISH KENNEL CLUB STANDING RULES

### MISSION STATEMENT

The purpose of this Club shall be to further the welfare of Purebred Dogs, to hold Dog Shows, which may include Conformation, Performance and Companion Events, under the rules of the American Kennel Club, and any other activities consistent with these purposes and in furtherance thereof.

### GENERAL STANDING RULES

There shall be established a set of Standing Rules, changes to which shall be updated and published annually by the Secretary in December for each year. The Secretary shall update and publish the complete set of Standing Rules when directed by the Board.

The Standing Rules will never replace, amend, or over ride any AKC Rule, Regulation, Directive, AKC Board Policy, the AKC Show/Trial Manual or the By Laws and Constitution of the Sammamish Kennel Club Inc. as approved by the AKC. In the event that this does occur, the Standing Rule will be amended, or deleted, immediately. When the Standing Rules address subjects that are also addressed by the AKC, the Standing Rules are to be considered an addendum to AKC documents.

Where the term "**active membership**" is a prerequisite for nomination for office the following shall apply: Must have attended five (5) club functions in the preceding 12 months of the nomination and election meeting.

Where the term **member in good standing** is used in the by-laws or in the Standing Rules, the following meaning shall apply: A member is considered to be in good standing when (1) dues are paid for the current year, (2) the member is not under suspension or expulsion per "Article VI "of the by-laws, and (3) the member is not in debt to the club. (4) A board member needs to attend at least 50% of the meetings.

Any club member appointed, nominated and/or elected to a club office must maintain an active membership and be a member in good standing. If the board member doesn't meet these requirements they may be removed by the board and the board shall apoint a replacement for the rest of the term.

To avoid any potential charges of favoritism or conflict of interest, Sammamish Kennel Club members and/or persons residing in their households shall not show, handle or exhibit, either personally or through an intermediary, any animal owned wholly or in part by Sammamish Kennel Club members and/or persons living in their household, nor shall act as an agent for others at the Sammamish Kennel Club shows. The restrictions listed above for members shall also apply to show photographers.

The Club area per AKC is defined as being between Lake Washington on the west and the crest of the Cascade Mountains on the east and from the King County/Snohomish County line on the north to Renton on the south.

The Club has a no-smoking policy at club meetings.

No alcoholic beverages will be served at meeting locations where prohibited by state or local ordinances.

Club events: club will pay for members and guests at official club events.

A maximum of one (1) Sam KC award per family per year will be given for new Champion(s), Obedience Titles, BIS and Specialty BOB winners and other approved awards both in Canada and the United States of America at the Annual Awards Dinner.

### **STANDING RULE CHANGES**

Changes to the Standing Rules may be proposed by the Board of Directors or by a simple majority of the members at any club meeting. The proposed change(s) will be voted on by the membership at the first membership meeting following notification of the proposed change. A simple majority of the members present and voting is required for passage.

### **CLUB MEMBERSHIP**

Prospective members must attend two (2) general membership meetings, **and/or** participate in two (2) club activities, within a 12-month period prior to the vote on Membership. Each Applicant must complete a Membership Application and submit the completed form with the necessary two sponsors' signatures and yearly dues to the Membership Chairman who will present the application to the membership at two General meetings prior to the vote.

Members voted into the Club within the three months prior to the end of the calendar year shall be carried over to full membership for the following year at no additional charge.

### **FINANCES**

Requests for checks shall be submitted in writing and in accordance with instructions as devised by the Treasurer. The submitter shall be responsible for supplying correct information.

The President,, Treasurer, and past Treasurer shall be authorized to sign checks in case one signature is unattainable.

Any person can be put on a cash only basis for cause.

Each committee chairperson shall approve the bills for her/his committee. All bills must be submitted in writing.

The following activities shall require supplemental budgets to be submitted by the committee chair and approved by the Board prior to the event.

- Each judges panel
- Each show

## **STANDING COMMITTEES:**

Standing committees are created and chaired, as needed, by the Board. If the Board determines that a committee is no longer needed, it may dissolve the committee.

### **AKC Activity Requirements/Program/Historian Committee**

This committee is responsible for maintaining records of the progress and performance of the Club and special events associated therewith and shall act as the Club Historian. This committee is also responsible for ascertaining that all AKC Policy Directives concerning All-Breed clubs are met each year and documented for submittal to the AKC as required. In addition, this committee is responsible for the planning and implementation of all educational programs required by AKC Directives and/or by the Club.

### **Audit Committee**

In order to avoid any impropriety or appearance thereof, an Audit Committee consisting of the current treasurer and 2 Club Members appointed by the Board will conduct an examination of the financial records of the current year to be completed by February of the following year. The results of this examination will be reported to the Board at the April meeting.

### **Benevolence Committee**

A Charitable Contributions Committee (Benevolence) of three persons shall be appointed by the Board in January to recommend the organization(s) to receive a club contribution. A final determination will be made from the committee's recommendations by the general membership at the April meeting.

### **Membership Committee**

This committee is generally responsible for all duties and information regarding membership applications and records. Specifically, the committee is responsible for:

1. Developing Club membership information and application forms.
2. Providing information, requirements and procedures for membership to prospective Club members.
3. Establishing, maintaining and providing membership application forms in the form required by the Club.
4. Maintenance of all records of membership for the Club.
5. Application must be read before the membership at two meeting. (Any personal comments regarding the applicant for membership must be submitted in writing to the Membership Committee Chair .These comments will be discussed at Membership Committee and not at an open meeting unless approved by the Membership Chair.

6. The same meeting where the second reading occurs, your application will be voted on. A membership application is accepted, or rejected, based on the simple majority of the people attending the meeting and voting.
7. Providing all new members with a club medallion (club vote on) plus any other items approved by the Board.
8. Membership Chair will provide new member with information on current club attire.
9. Potential members will be provided with the website which contains the constitution By Laws and Standing Rules and other information when their application is submitted.

#### **Newsletter Committee (Barker)**

This committee shall plan, organize, print and distribute the official Club newsletter to all members and to such other clubs, organizations, or individuals as may be designated by the Board. To the extent specified by the Board, the committee shall ensure that official Club notices and information, furnished by the responsible officers or committees designated elsewhere in these Standing Rules, are incorporated in the newsletter and transmitted to the general membership in a timely manner.

All material submitted that expresses an opinion must be signed and the name printed in the "Barker". The Board shall approve any material submitted to the editor that expresses an opinion, which she/he determines might put the club in a position of liability.

The "Barker" is published by the first of every month and contains the notice of all general and board meetings. A copy of the General Membership Meeting minutes may be included with the "Barker" going to club members only. No subscriptions shall be allowed. The deadline is the 15th of the prior month for all submittals.

#### **Properties Committee**

The Properties Committee is responsible for all Club equipment, its storage and maintenance. Proper records shall be maintained of all equipment as to condition and location. Periodic survey and reports to the Board shall be made regarding repairs and replacement of equipment. Any club member wishing to use any of Sammamish Kennel Club equipment must make a written application to the Board at least 2 months before such use. The Board will determine any fees. The Club member(s) signing the application will be responsible for expenses to repair/replace any of the loaned equipment.

The Properties Committee shall be responsible for ordering and maintaining adequate supplies of common trophies and awards used for Club shows and functions.

The hospitality equipment will be kept in the Club trailer.

#### **Publicity Committee**

This committee has the responsibility for all public information concerning the Club and its activities. This shall include but not be limited to news releases, feature stories, articles and interviews, public service spot announcements, program appearances on radio and television, and other types of promotion.

### **Social Activities Committee**

The responsibilities of the Social Activities Committee shall be as follows:

1. If so requested, provide refreshments at all regular General Membership meetings.
2. Plan and implement special club events, notably, but not exclusively, the Christmas party and the March Awards Dinner
3. Extend social amenities as required such as cards and/or flowers for sick members or other persons that the club deem necessary.

### **Webmaster**

The Webmaster is responsible for developing and maintaining the Club electronic web site on the World Wide Web for the dissemination of information to the public and/or Sammamish Kennel Club members.

The Board will appoint a Webmaster to report directly to the Board concerning all web page content and expenses. If the Board approves a 3<sup>rd</sup> party Webmaster, a member will be designated to receive any content and information for approval before it is posted on the Web page.

A Co-Webmaster should be appointed by the Board as a backup to the Webmaster. This person should be given full access to the site and to the e-mail box (including addresses and passwords) should the Webmaster be unable to fulfill Webmaster duties for any length of time.

### **SHOW COMMITTEES:**

A separate show committee shall be established for each licensed AKC show and obedience trial conducted by the Club. The August and January Show Chair persons respectively will be elected two years in advance, at the first general membership meeting following the conclusion of the August and January shows. Each committee shall have the responsibility for planning and executing all activities connected with the holding of licensed AKC shows and obedience trials. Each Show Chair shall appoint a co-chairperson to assist the Chair and shall obtain an Obedience Trial Chair to oversee the Trial.

The Show Chair and Obedience Chair must have a current copy of the AKC Show/Trial Manual and be familiar with all of the information contained therein. The club will reimburse the cost of the manual.

He/she shall also appoint no less than five members of the Club to serve in various capacities for the Show and Trial. These people shall coordinate the various needs of the show committee with any other

standing committees. The Standing Committee chairpersons shall serve in their respective capacities at each show.

The superintendent shall be approved by the membership.

Stewards who are not Sammamish Kennel Club members will be paid an amount to be determined by the Show Chair and the Board plus lunch and parking costs per day for stewarding at our licensed events.

All Casual Labor shall be budgeted.

Each committee chairperson shall be responsible for submitting the bills to the Treasurer for his/her committee during shows. All bills must be submitted in writing.

### **Judges Selection Committee**

There shall be two Judges' Selection Committees, one for the January show and one for the August show. Each committee shall be responsible for the selection and presentation of a complete slate of judges; their assignments and budget, to the General Membership for the respective January/August All breed Shows and Obedience Trials.

Names from the membership to be considered by each judge's selection committee can be submitted to the Chair of each committee at any time.

The Judges Selection Committee shall be composed of Club Members in good standing, plus the Show Chair. At the same meeting, which elects the Show Chair, the members shall be elected. The Show Chair is the Chair of the Judges Selection Committee and is responsible for assembling the Committee members in a timely manner to build the slate. The selection of judges must be in compliance with the AKC Rules, Guidelines and Board Policies outlined and referenced in Chapter 5 of the AKC Show/Trial Manual. The committee Chair will prepare, and submit to the Board for approval, a supplemental budget for the judge's panel prior to presentation of the judge's panel to the regular club membership for a vote. The Committee should strive to complete the slate within the following two months.

The hiring of a judge to fill an overload or to replace another previously hired judge who may withdraw for any reason is the prerogative of the Show Chair who may or may not consult with the members of that Judges Selection Committee.

### **Procedure for Judge Selection for the January Show:**

For the January Cluster, the Show Chair and any other members of the Judges Selection Committee and/or other interested Show Committee members will meet with their opposite people from Tacoma and Puyallup in the Fall of each year to decide which judges should be hired and used by all clubs. This keeps our costs down substantially while allowing the Sammamish Kennel Club to hire expensive judges. This meeting is for the January slate one year from the following January; for example, fall of 2010 will hire for January 2012.

The Judges Selection Committee is authorized to split a judge's airfare or mileage with other Clubs who have already engaged a judge who can accept an assignment for the Sammamish Kennel Club

The January Show Chair and Obedience Chair will represent Sammamish Kennel club at all Puyallup cluster meeting, as their schedules permit.

### **Procedure for Judge Selection for the August Show:**

Each Specialty and Supporting Club is asked to provide names for the Sunday slate. This opportunity for input is key to retaining the participation of various Specialties and should assist in building the overall entry. Sammamish also offers any Club who supports the entry of their breed with trophies the opportunity to have a Sweepstakes with a judge of their choice.

The Committee will strongly consider these recommendations when putting together the finished slate.

### **Specialty Club Coordination**

This committee shall be responsible for coordinating all activities, except judges, with breed or obedience specialty clubs holding shows immediately before, after or during our show, including supported entry shows. The Specialty Club Coordinator must be familiar with the AKC rules and references outline in AKC Show/Trial Manual regarding Specialty Clubs. The Specialty Club Coordinator shall be appointed by the elected Show Chairman and will work closely with him/her to determine the fees charged to the clubs. Each Coordinator, along with the Show Chair, will review the Specialty Contract for updating prior to the meeting with the individual Specialty Clubs. Sammamish Kennel Club will endeavor to assist each club to obtain additional equipment, such as trophy/banquet tables, as requested. Sammamish Kennel Club will provide to each Supported Entry at our August Show rosettes for Best of Breed/Variety, Best of Opposite Sex and Best of Winners.

The Club requires competition of eight (8) or more dogs in a breed to receive a 2 inch medallion at our August shows and our 2-inch medallions at the January show. Persons, or Breed Clubs, wishing to sponsor Best of Breed at either show may purchase a Medallion for presentation and may designate that the award may be presented for a lesser number of entrants.

It shall be a policy of Sammamish Kennel Club to encourage specialty clubs and to cooperate fully with them. In that regard, Sammamish Kennel Club offers the following to all specialty clubs that wish to hold their shows/trials the day before the Sammamish Kennel Club show:

1. Use of our grounds including complete ring set-up, canopies, tables, chairs and garbage cans (fee will be applied).
2. Opportunity to recommend judges for their breed at the Sammamish Kennel Club show.
3. Offer to share expenses for judges, which can be shared in accordance with Club policy.
4. Complimentary listing in our Premium List.
5. Requests for special judging times will be honored whenever possible.
6. Preferred parking for up to two (2) vehicles at the August show in front row.

## **Trophy Committees**

Each show chair shall appoint an "event Trophy Chairperson" who shall be responsible for all trophies and rosettes offered on behalf of the Club. The "event Trophy Chairperson" shall coordinate with the Specialty Club Coordinator and with the individual breed clubs as required to obtain listings and awards for breed specialty club supported entries at that event. The "event Trophy Chairperson" shall draw on the common trophies and awards as needed. They shall solicit donations for trophies and/or funds on behalf of the Club as required. They shall provide a complete listing of trophies and awards, including supported entries, if any, to the Show Committee Chairperson and to the Superintendent for inclusion in the Premium List. They shall also provide a complete list of donors to the Treasurer for billing as quickly as possible after each event. Unawarded common trophies shall be returned to the Club Trophy Chairperson along with an accounting for awarded items.