

**Clermont County Dog Training Club  
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**ARTICLES OF  
INCORPORATION OF  
CLERMONT COUNTY DOG TRAINING CLUB, INC.**

The undersigned, desiring to form a corporation, not for profit, under the Ohio Non-Profit Corporation Law, does hereby certify:

- FIRST:** The name of the corporation shall be Clermont County Dog Training Club, Inc.
- SECOND:** The place in this state where the principal office of the corporation is to be located is Batavia, Clermont County, Ohio.
- THIRD:** The purposes for which the corporation is formed are:
1. To encourage and promote the training of dogs, mixed-breed as well as pure-bred, and to encourage and promote responsible dog ownership.
  2. To encourage and promote the health, welfare and humane treatment of dogs.
  3. To conduct public classes for the instruction of dog handlers in the methods of training dogs, and
  4. To hold and sponsor public conformation and obedience fun matches, seminars, and demonstrations for community groups, and to encourage sportsmanlike competition to dog shows and obedience trials.
- FOURTH:** This section listed the names of the initial trustees of the corporation, and their addresses.)
- FIFTH:** No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) (4) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)

SIXTH: Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such manner as the Board of Trustees shall determine, including disbursement of the assets to such civic league or organization not organized for profit but operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(4) or Section 501 (c)(3), as the case may be, of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the court in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

IN WITNESS WHEREOF, the undersigned Incorporators have signed these Articles of Incorporation on the 20th date of October, 1983.

(Here appear the signatures of the following officers: Sarah B. Ose, Sandra M. Watson, Carolyn V. D'Orta.)

**CLERMONT COUNTY DOG TRAINING CLUB, INC.  
BYLAWS**

**ARTICLE I – MEMBERSHIP**

**Section 1: Responsibilities**

Clermont County Dog Training Club, Inc. (CCDTC) depends on its members to fulfill its purpose as outlined in the Articles of Incorporation, namely,

1. to encourage and promote the training of purebred and mixed-breed dogs and responsible dog ownership;
2. to encourage and promote the health, welfare and humane treatment of dogs;
3. to conduct public classes for the instruction of dog handlers in dog training methods;
4. to hold and sponsor public competitive events, seminars, and demonstrations for the general public and community groups, and encourage sportsmanlike competition at dog shows and performance events. A member in good standing advances the above purposes.

**Section 2: Eligibility**

Any adult, eighteen (18) years of age and over, who subscribes to the purposes of the Corporation and who meets the following eligibility prerequisites may be presented for election as a regular member in accordance with Article 1, Section 4 and Section 5 of the Bylaws.

All prerequisites must be met prior to submitting an application for membership.

1. Applicants must have attended a minimum of two training class sessions (or equivalent amount of drop-in class sessions) conducted by CCDTC within 12 consecutive months
2. Application must be made within one year after completion of class requirements.
3. Applicants must attend one general membership meeting within one year of the date of the first class attended. Those persons unable to attend a membership meeting may petition the board stating their difficulty of attendance.
4. Only one person per family needs to complete these eligibility prerequisites for a family membership.
5. The applicant must have contributed 4 hours of service to the Corporation. These hours may count towards required member work hours.
6. The applicant must not currently be suspended or barred from the privileges of the United Kennel Club (UKC), Canine Performance Events (CPE), nor any other recognized Dog Titling Organizations (AKC, NACSW, etc). Requests for exceptions must be made to the Chairman of the Membership Committee.
7. Alternatives to the prerequisites must be approved by the Board.

**Section 3: Types of membership**

1. Single Membership shall be for one (1) adult person.

2. Family Membership is considered a household, with all members residing at the same residence. This consists of at most 2 adults and children under 21 who live under the same roof, one of which must be a parent or legal guardian if the other member(s) is under 21 years old. After reaching the age of 21, children of a Family Membership must convert to a Single Membership by October 1st or they must apply for membership under the rules of this section.
3. Lifetime Membership (Louisa Flood Award Recipient) does not pay membership dues, but does pay Cleaning Fees. Regular membership fees apply to other members residing in the same household. They may apply for Inactive Lifetime at any time.
4. Inactive Membership shall be available for Members who have experienced some life change that makes it difficult to maintain an active membership, but do not want to end their membership with CCDTC.
  - a. Applicants for inactive membership must have been an active member for a period of at least two (2) years.
  - b. Member must apply for Inactive Membership status to the Board for approval.
  - c. An Inactive Membership will pay fifty percent (50%) of the regular dues. They do not pay a cleaning fee.
  - d. An Inactive Member may receive the newsletter, attend meetings, volunteer to work at Club functions and take classes at non-member rates.
  - e. Inactive Member does not have voting privileges, training privileges, or access to the building unless attending a meeting or Club function.
  - f. All Inactive Members must be approved by the Board for reinstatement to active membership regardless of the period of time that they have been an inactive member.
5. Inactive Lifetime Membership (Louisa Flood Award Recipient,) follows the same process as Inactive Membership Application.

#### **Section 4: Election to Membership**

1. Applicants for membership shall file an application for membership with the Chairman of the Membership Committee.
2. The Application shall have the signature of two (2) members (Sponsors) of the Corporation and shall state the dates of classes, or dates of Drop-In sessions by the applicant and date(s) of meeting(s) attended, and hours of service contributed to the Corporation.
3. By signing the application, the applicant(s) agree(s) to adhere to all regulations as set forth in the CCDTC Bylaws, Standing Rules, Floor Rules and other guidelines of the Corporation.
4. Prospective members must meet Eligibility Requirements in Article 1, Section 2 of these Bylaws.

#### **Section 5: Process**

1. Applications are submitted and received by the Membership Committee.

2. The Membership Chair submits pertinent information to the Corresponding Secretary and to the editor of the Happy Howler newsletter for electronic distribution to members .
3. If a member in good standing has comments or concerns about an applicant, they must submit concerns/comments in writing to the Membership Chair or a Board Member prior to the next scheduled Board meeting.
4. If there are comments that the Board finds valid, the applicant(s) name(s) will be pulled from that month's ballot. The Board will resolve any contested applicants after an investigation of the issues.
5. All uncontested prospective membership applicants will be voted on at the first scheduled General Membership meeting after applicant notification is sent to the membership by the Corresponding Secretary. Applicants will be accepted for membership upon a majority vote of those members present.
6. If there is no quorum at that General Membership Meeting, the approval of the board at the previous board meeting will count as acceptance to membership.
7. Membership dues and service hours are prorated as of the date of admission to Membership to the Corporation.
8. Applicants whose information has been sent to the membership and are due to be voted upon within 30 days of a class starting, may request the Training Director permission to pay at member fee. The Training Director will communicate with the Board for a final approval. This communication may be via email, if needed, for timely approval.

#### **Section 6: Termination of Membership**

1. **Resignation:** Members may resign from the Corporation at any time upon written notice to the Corresponding Secretary.
2. **Lapsing:** The CCDTC Membership Year runs October 1 through September 30.
  - a. Membership dues and/or fees must be received by October 1 of each year. Dues and/or fees received after October 1st will be considered lapsed.
  - b. Membership will be considered terminated if dues and/or fees are not received by November 1.
  - c. Terminated Members may petition the Board for reinstatement but still must pay any applicable late fee(s), as set by the Board, to be reinstated.
  - d. After October 1, lapsed members must pay for classes at Non-Member rates.
3. **Expulsion:** Membership may be terminated by expulsion as provided in Article VI of the Bylaws.

## **ARTICLE II: MEETINGS**

### **Section 1: Regular Meetings of Members**

A regular meeting of the members shall be held bimonthly beginning in January, on the third Tuesday at the CCDTC building unless the Board determines that such a meeting is unnecessary or unsafe. Notice will be sent electronically notifying the members of cancellation.

### **Section 2: Annual Meeting of Members**

The Annual Meeting shall be held in November.

### **Section 3: Date, Time, and Place of Meetings of the Members; Notice of Meetings**

The Board shall determine the date, time, and place of the Annual and regular meetings of the members. The Board, the President, or the Corresponding Secretary shall give notice electronically of the Annual Meeting, each regular meeting, and any special meetings of the members.

### **Section 4: Quorum for Meetings of Members**

A quorum for the conducting of business at any annual, regular, or special meeting shall consist of either 20% of the voting members of the Corporation, or 15 members present, whichever is the lesser number.

### **Section 5: Voting at Meetings of Members**

Each eligible member (over the age of 18) shall be entitled to one (1) vote with a maximum of two votes for a Family Membership, at any meetings of the members at which the member(s) is/are present. There shall be no absentee or proxy votes.

### **Section 6: Special Meetings of the Members**

Special meetings of the members may be called by twenty percent (20%) of the members, by the Board, or by the President. The notice of any special meeting shall state the purpose or purposes for which the meeting is called and no other business shall be conducted at a special meeting except as stated in the notice thereof. Notice may be given electronically, or as otherwise permitted by law.

### **Section 7: Regular Meetings of the Board**

1. The Board shall meet on a regular basis at a date, time, and place as determined by the President. Participation may be in-person, via telephone conference call and/or via video conference.
2. Any changes to the scheduled In-Person Board meeting will be sent to the membership electronically.
3. A majority of the total number of the Board shall constitute a quorum. Roll shall be taken.
4. Any member may attend board meetings, but may not participate in any discussions unless recognized by the presiding officer. Members or guests may be included on the agenda with prior approval of the presiding officer.

### **Section 8: Special Meetings of the Board**

1. Special meetings of the Board may be called by the President or by four (4) of the Board's Members. The Corresponding Secretary shall notify each board member of any special meeting.
2. The notice of any special meeting shall state the purpose or purposes for which the meeting is called and no other business shall be conducted at a special meeting except as stated in the notice thereof. Notice shall be given electronically.

### **Section 9: Parliamentary Authority**

Meetings shall be governed by Robert's Revised Rules of Order unless superseded by the Articles and Bylaws.

## **ARTICLE III: TRUSTEES AND OFFICERS**

### **Section 1: Eligibility**

Members (over the age of 18) in good standing are eligible to stand for election as officers or trustees of the Corporation with the following exceptions:

1. No more than one member of a household may run or serve on the Board at any one time.
2. No candidate may be elected to more than one office.
3. Any Member of the Board who wishes to run for an office in mid-term must resign his current office prior to the election, Per Article III, Section 2(4).
4. Any person nominated must have attended at least three (3) membership meetings during the previous 18 (consecutive) months.

### **Section 2: Officers and Trustees (The Board)**

1. The number of Officers and Trustees of the Corporation shall be a maximum of sixteen (16) not less than three (3), as shall be fixed from time to time at any regular meeting or Annual Meeting of the members. The Training Director shall be a voting member of the Board.
2. The five (5) Officers shall be a President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. The Immediate Past President, when applicable, is a member of the Board. The remaining members of the Board shall be elected as Trustees-at-Large.
3. The Trustees shall be members in good standing and shall be elected for 2-year terms at the club's annual meeting as provided in Article IV and shall serve until their successors are elected.
4. If they are unable or unwilling to serve until their successors are elected (other than President), then the board shall appoint their successor.



### **Section 3: Duties of the Board**

The Board shall be entrusted with general management of the affairs of the Corporation and shall have power to transact all business of the Corporation. The Board shall have no authority to incur any liability on behalf of the Corporation, not in the ordinary course of business or for approved events, in excess of \$500 without approval of the members. Members (and/or Treasurer) must have Board approval for expenditures or reimbursements that range from \$200 to \$499.

#### **1. President**

- a. The President shall have such powers and perform such duties as generally pertain to such office, including presiding at all regular and special meetings of the trustees and members. The President shall be a member ex-officio of all committees other than the Nominating Committee.
- b. The President shall have such other authority and perform such other duties as determined by the Board
- c. The current President will abstain from voting at board and membership meetings, except in the case of ties.

#### **2. Immediate Past President**

- a. The Immediate Past President shall have a one (1) year voting position on the Board.
- b. If the President is elected for a second term, the position of Immediate Past President will be left vacant for that term.

#### **3. Vice-President**

- a. The Vice President shall have such powers and perform such duties as generally pertain to such office, including the performance of the duties of the President in his/her absence.
- b. The Vice-President shall succeed to the office of President for the unexpired term should such a vacancy occur in the office of President.
- c. The Vice President shall be chairman of the Membership Committee and an ex-officio member of all other committees without voting privileges and shall have such authority and perform such other duties as determined by the Board.

#### **4. Recording Secretary**

- a. The Recording Secretary shall have such powers and perform such duties as generally pertain to such office, including keeping the minutes of all meetings of the members and the Board and all matters of which a record may be required for the Corporation.
- b. The Recording Secretary shall perform such other duties as determined by the Board.

#### **5. Corresponding Secretary**

- a. The Corresponding Secretary shall have such powers and perform such duties as generally pertain to such office, including the transmittal of correspondence of the Corporation and, at its request, the Board.

- b. The Corresponding Secretary receives all Membership application information from the Committee and informs the membership of these applicants for membership.

**6. Treasurer**

- a. The Treasurer shall have such powers and perform such duties as generally pertain to such office, including the receipt of all funds payable to the Corporation.
- b. The Treasurer shall deposit funds of the Corporation in a regular savings account and Certificates of Deposit in the Corporation's name in a banking institution designated by the Board, excepting an amount sufficient to meet current estimated expenses which shall be deposited in a checking account in the Corporation's name in a banking institution designated by the Board.
- c. The Treasurer shall render a report of the items of income and expense at the Annual Meeting and at every regular meeting of the members and the Board. The Treasurer may be bonded in such an amount as the Board shall determine.

**7. Training Director(s)**

- a. It shall be the duty of the Training Director(s) to organize and supervise all training activity of the Club, establish instruction goals, conduct periodic training and evaluation of instructors and assistants, evaluate surveys of class participants, and keep abreast of new and improved training techniques.
- b. The Training Director(s) shall appoint the Level Heads of Agility, Obedience, and Conformation.

**8. Trustees**

The Trustees shall have such duties and responsibilities as provided in the Bylaws and, in addition to such duties and responsibilities, shall be on the Building Committee and responsible for all physical properties of the Corporation and shall report on the condition of such physical properties at the Board and General Membership Meetings.

**9. Board Vacancies**

Vacancies in an office or trusteeship shall be filled by a three-fourths ( $\frac{3}{4}$ ) vote of the trustees present at a meeting of the Board for the unexpired term, except that in the event of a vacancy in the office of President, the Vice President shall succeed to the office of President and serve the unexpired time. The resulting vacancy in the office of Vice President shall be filled by the Board.

**Section 4: Removal from Office**

- a. Any member of the Board may be removed from office for cause upon written petition of a member and the vote of three-fourths ( $\frac{3}{4}$ ) of the members at a special meeting called to consider such removal.
- b. Three consecutive absences from the Board regular or special meetings without justified excuse shall constitute cause for removal.

**Section 5: Resignation**

Any member of the Board may resign from office in writing to the Board.

## **ARTICLE IV: ELECTIONS**

### **Section 1: General**

The Officers and Trustees shall be elected by secret written ballot at the annual meeting. If the election is uncontested, the proposed slate can be approved by a voice vote at the annual meeting. Each officer shall have such powers and perform such duties as generally pertain to such office. In the case of Trustees, when more than one vacancy is to be filled, the candidates receiving the largest number of votes shall be elected.

### **Section 2: Term of Office for President**

The term of the President shall be two years, beginning at the close of the Annual Meeting in each even-numbered year.

### **Section 3: Term of Office of Certain Officers**

The term of the Vice President, Recording Secretary, and Treasurer shall be two years, beginning at the close of the Annual Meeting in each odd-numbered year.

### **Section 4: Term of Office of Remaining Officers**

The term of the Corresponding Secretary and Training Director(s) shall be two years, beginning at the close of the Annual Meeting in each even-numbered year.

### **Section 5: Term of Office of Trustees**

The Trustees shall be elected for terms of two years. A simple majority shall be elected in odd-number years and a simple minority shall be elected in even-number years unless there is an even number of Trustees, in which case half shall be elected each year.

### **Section 6: Written Notice of Candidates**

Notice of candidates for election shall be given electronically to the membership at least two weeks before the election takes place.

### **Section 7: Nominating Committee**

1. A nominating committee consisting of three members, not more than one of them being a member of the Board, shall be appointed by the Board.
2. The Nominating Committee shall notify the Membership of the slate of candidates for all offices, at least 10 days prior to the September meeting.
3. Further nominations for trustees and officers may be made from the floor at this meeting, at which time all nominations are closed.
4. If the proposed candidate nominated from the floor is not in attendance at this meeting, his/her proposer shall present to the Recording Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate.

### **Section 8: Installation of Officers**

Officers elected at the Annual Meeting shall take office immediately upon the conclusion of said meeting and each retiring officer shall turn over to the successor in office all properties and records relating to that office.

The following pledge shall be repeated by all elected officers at the Annual Meeting. It shall be administered by the presiding officer:

“I (give name) do hereby pledge myself to faithfully perform the duties of the office to which I have been elected to the best of my ability and for the benefit and honor of the Clermont County Dog Training Club, Inc.”

## **ARTICLE V: FISCAL YEAR AND ANNUAL AUDIT**

### **Section 1:**

The fiscal year of the Corporation shall begin on January 1st and end on December 31st.

### **Section 2:**

1. The Board shall ensure an Annual Audit is conducted and receive a report on the financial condition of the Corporation at the end of each fiscal year.
2. The annual audit findings will be presented to the Board at the February Board Meeting and financial data presented to the members at the March Meeting.

## **ARTICLE VI: CONFLICT RESOLUTION AND DISCIPLINE**

### **Section 1: Conflict Resolution and Complaints**

1. Members are encouraged to resolve conflicts with other members discreetly and respectfully.
2. When two or more members are unable to resolve their issue(s), the members should first consult with the President about how to resolve the issue.
3. If there is further disagreement, a member in good standing may file a complaint against another member for alleged misconduct prejudicial to the best interests of the Club, activities and property.
4. The completed form, available on the club website, must be filed with the Corresponding Secretary together with a deposit of \$50.00 which shall be forfeited if such charges are not sustained by the Board following the Disciplinary Process.
5. The accused has the right to due process, to be informed of the complaint and given time to prepare their defense, to appear, and defend themselves, and to be treated fairly.
6. Once a written complaint form is filed with the Board it is up to the Board to respond with appropriate action.

## **Section 2: Complaint Resolution Process**

The Board will follow these steps of a fair disciplinary process:

1. The Corresponding Secretary will provide copies of the complaint to all Board members and all parties involved in the complaint by hand delivery or by certified mail or other reasonable means.
2. The Board ~~will~~ has the right to appoint a committee of at least 3 impartial club members who will conduct a confidential investigation.
3. The Board will review facts and circumstances discovered during the investigation.
4. The Board will make a decision as to the appropriate action to be taken and if it needs to be taken to the membership for a vote.
5. The Corresponding Secretary will deliver formal written notification of the Board's action by hand or by certified mail or other reasonable means to the appropriate parties of the complaint.
6. All meetings regarding the investigation, resolution and/or disciplinary action should be documented in writing and submitted to the Corresponding Secretary.

## **Section 3: Disposition of Complaint**

The Board may use discretion to respond in a manner commensurate with the offense.

Actions may include, but are not limited to:

1. Memorandum of understanding (a written document signed by all involved parties that spells out mutually accepted expectations for appropriate behavior to resolve the conflict);
2. Censure (an official written reprimand);
3. Suspension: After hearing all the evidence and testimony presented by both parties, the majority of the Board of Board present at the meeting (other than the petitioner or such member who is subject of such petition in the event if either of them is a board member) may suspend the member from all privileges of the Corporation for not more than six (6) months from the date of the hearing;
4. Expulsion: Expulsion of a member from the Corporation may be accomplished only at a meeting of the members following a Board hearing and upon the Board's recommendation.
  - a. Such meeting may be a regular or special meeting of the members and shall be held not later than sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation of expulsion.
  - b. The President shall read the charges and the Board's findings and invite the member who is the subject of the expulsion, if present, to speak in his/her behalf if requested, though no new evidence or other testimony shall be taken at this meeting.
  - c. The members shall then vote by secret ballot on the proposed expulsion.
  - d. A two-thirds (2/3) vote of the members present at the meeting is required for expulsion.

#### **Section 4: Suspension by Other Recognized Dog Clubs**

Any member who is be suspended or barred from the privileges of the United Kennel Club (UKC), Canine Performance Events (CPE), or any other recognized Dog Titling Organizations (AKC, NACSW, etc) shall be automatically suspended or barred from the privileges of Membership in the Corporation for a like period of time. Written notification shall be mailed to any member suspended or barred and their key to the building shall be confiscated or disabled.

### **ARTICLE VII: COMMITTEES**

#### **Section 1: Creation and Appointment**

1. Standing or other committees may be created by the Board.
2. Members of standing or other committees are appointed and may be removed with or without cause by the Board.
3. The Board shall appoint one person to serve as chairman thereof. The Chair of each committee has the right to pick their committee members.
4. Each person on a standing committee or other committee shall be a member of the Corporation.
5. A list of committees, chairs and their descriptions shall be available to the membership via the Web Site.

#### **Section 2: Records**

1. Each committee shall give a report of its activities for publication in the Membership Meeting Minutes.
2. Any written records of committee meetings shall be given to the chairman of the succeeding committee upon appointment of a new chair.
3. If there is no continuing committee, the records are given to the Recording Secretary for archiving.

### **ARTICLE VIII: TRAINING FEES**

#### **Section 1: Change**

Training fees may be changed upon recommendation of the Board and membership vote.

#### **Section 2: Refunds**

Requests for refunds of training fees shall be made to the Training Director and Level Head and/or Registrar. The Board shall give final approval.

## **ARTICLE IX: AMENDMENTS**

Amendments to the Articles of Incorporation or the Bylaws may be proposed by the Board or by written petition addressed to the Corresponding Secretary and signed by twenty percent (20%) of the members. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members with recommendations of the Board, if any, by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

Proposed amendments will be published electronically least 10 days prior to the next Regular Membership Meeting, where there will be a discussion and a voted upon at the following regular or Special meeting.

## **ARTICLE X: DISSOLUTION**

The Club may be dissolved at any time by the vote of not less than two-thirds (2/3) of the members present at a special meeting called for such a purpose.

## **ARTICLE XI: RULES FOR LICENSED EVENTS**

All licensed events sponsored by the Corporation will be run in accordance with the rules, policies, and procedures from the organization from which the license was granted.

## **ARTICLE XII: ORDER OF BUSINESS**

At meetings of the corporation, the order of business so far as the character and nature of the meetings may permit, shall be as follows:

1. Roll Call (Quorum Check)
2. Meeting called to order
3. Minutes of last meeting (mailed or published previously)
4. Report of the President
5. Report of Membership Chair including Election of new members (general meeting)
6. Report of the Treasurer
7. Report of the Corresponding Secretary
8. Report of the Training Director
9. Report of the Committees
10. Unfinished Business
11. New Business
12. Brags (general meeting)
13. Adjournment

**CLERMONT COUNTY DOG TRAINING CLUB, INC.**  
**STANDING RULES**

**Registration**

- Each person registering for a class, or an event, must comply with all CCDTC rules and regulations.
- General description, instructor, and class size, of all classes offered, will be determined by the current Training Director(s) and the Level Heads. These classes will be kept current on the CCDTC website.
  - Membership class rates apply only to active members in good standing.
- Dogs registered at Member rates must be owned/co-owned by the member.
- Children:
  - Children must be at least 12 years old to participate in training classes without an adult in the ring with them.
  - Children between 12 years and 18 years MUST have a parent/guardian in the building when they are in class.
  - Participation of younger children in class is at the discretion of the training director.

**Alternative training devices**

- CCDTC approved training devices include variations of flat collar (buckle collar), slip collar (“choke collar”), limited slip collar (martingale collar) and Body Harness. Any other device shall be considered an alternative training device.
- Alternative training devices may only be used in a Class if approved by the Training Director and/or Level Head. Disputes will be resolved by the Training Committee.
- The Club member(s) in charge of any club event has the authority to approach and/or excuse anyone from that event when training methods or general behavior violates club policies.

**Harsh training methods.**

- Harsh training methods are not tolerated, including but not limited to:
  - Any method that could harm an animal, such as: kicking, hanging, or striking.
  - Verbal abuse such as screaming or lack of emotional control.



### **Dog Aggression:**

- Dog-on-dog or dog-on-human aggression incidents, involving physical contact, in and around the CCDTC building must be reported to the Training Committee and/or event chair.
- The Training Director and Training Committee are authorized to create and implement a plan of action for each incident.
- Dog aggression incidents at any club-sponsored event must be reported to the club member in charge of the event. The rules of the venue sponsoring the event will apply to any disciplinary action for the incident. If the dispute involves a club member, the club member in charge of the event must report it to the Board for review where further action may or may not be taken.
  - Dog aggression is defined as any physical harm, or threat of harm, to another dog or human. This includes, but is not limited to, snarling, growling, lunging, biting, barking, or excessive reactivity on lead or in a crate.
  - If your dog cannot control himself around other dogs please do not bring him into the building until you are ready to enter the ring.
  - If your dog is disruptive to the class/event, the instructor/event chairman has the authority to make you cover your crate, ask you to move your dog to a more distant location without interrupting the class, or to your car.

### **Immunization & Vaccination Records (Provided for Club Records)**

- All members shall certify on their application and on the renewal form that their dog(s) is (are) in good health and appropriately immunized.
- Non-Members must provide the Health Statement with their registration for classes.

### **Membership**

#### **Membership Year, as defined in the Bylaws in Article 1, Section 6, is as follows:**

The CCDTC Membership Year runs October 1 through September 30.

- a. Membership dues and/or fees must be received by October 1 of each year.
- b. Dues and/or fees received after October 1st will be considered lapsed.
- c. Membership will be considered terminated if dues and/or fees are not received by November 1.
- d. Terminated Members may petition the Board for reinstatement but still must pay any applicable late fee(s) as set by the Board, to be reinstated.
- e. After October 1, lapsed members must pay for classes at Non-Member rates.

### **Membership Fees :**

- Membership fees, cleaning fees, late fees and service hours shall be determined by the Board and approved by the membership.
- Cleaning Fees are due with all renewals and acceptance into membership.

### **Member Type, dues and required service hours:**

**Single:** (1 adult over 18)

Dues \$45.00 (16 service hours)

**Single Senior:** (1 adult 60 years or older)

Dues \$41.00 (16 service hours)

**Family:** (at most 2 adults and children under 18 who live under the same roof, one of which must be a parent or legal guardian if the other member(s) is under 18 years old.)

Dues \$55.00 (22 service hours)

**Family Senior:** (2 adults 60 years or older)

Dues \$50.00 (22 service hours)

**Family Junior:** (1 adult with children under 18 years old)

Dues \$45.00 (16 service hours)

### **Louisa Flood Lifetime Membership**

**No dues, no service hours, must pay cleaning fees.**

Dues and Cleaning Fees are calculated from the date a new member is voted into membership.

After November 30, New Member dues and Cleaning Fees may be prorated as follows:

- Single/Family Junior: \$3.75/mo
- Single senior; \$3.42/mo
- Family: \$4.58/mo.
- Family Senior: \$4.17/mo
- Cleaning Fee: \$2.50/mo

### **Membership status change**

- If a change occurs in membership status (i.e., if an individual membership would like a family membership), the member will pay the additional dues and applicable training fees to the Membership Chair who will notify the Class Registrar of the change.
- Members are responsible for notifying the Membership Chair of any changes in address, phone or email so that they can receive club communications and membership renewals in a timely manner.

### **Hours of Service:**

Service Hour Details:

- Each Single Membership must contribute 16 hours of service to the CCDTC per year.
- A Family Membership must contribute 22 hours of service.
- No service hours are required for Lifetime or Inactive Members.
- If the service hour requirements are not met, a monetary penalty per hour not worked, will be added to the renewal fee/dues. Monetary amount per hour will be determined by the Board.

### **Membership Meeting Attendance**

- Those with Single Membership must attend at least one Membership meeting per year.
- Those with Family Memberships are required to attend at least two Membership meetings per year.
- Lifetime Members and Inactive Members are not required to attend meetings.
- Members unable to fulfill their meeting requirement must notify the membership chair at time of renewal and will be expected to add 2 more work hours to their individual/family requirement for next year.
- Those unable to attend meetings, may petition the Board for an exemption.

### **Member Benefits**

As a benefit to all members, CCDTC offers:

- A lower rate for classes than what the general public pays.
- Key Fob for access to the CCDTC Building.
- Use of Equipment and Ring Time Training.
- As an incentive to instructors, each instructor is approved to work their own dog during the class they instruct, for no fee.
- If an instructor is **not** running their dog in the class they are teaching, they will be offered an Instructor Voucher with equivalent value of current Member Class Fees.

### **Key Event Worker Benefits**

- Key Event Workers are the members who run and manage a trial/event. The duties of these workers are outlined in the Member Benefits document as posted on the web site.
- The Member Benefits document also outlines the requirement for becoming a key worker for an event venue and associated benefits.
- For each Key Event Worker the club covers the entry fees of runs for 1-2 dogs (depending on venue as outlined in the Member Benefits document that is on the club web site).

## **Miscellaneous**

- There is a refundable deposit of \$25 for a training facility key fob. Fobs are available to adult individual or adult family members only. They are not to be loaned or used by non-members.
- Members who would like to teach a class or change their teaching assignment must contact the Appropriate Level Head or the Training Director(s).
- Bitches in season are not permitted in the CCDTC training building; exception(s) may be made for conformation events and building rentals when the Events Chair is so notified and noted in contract.
- Students who have a bitch-in-season may:
  - Attend class without dog
  - Contact the registrar to enroll in a future class at no extra cost if less than three classes have been attended with the dog.
- All dogs in and around the CCDTC building must be under control at all times. Dogs in or around the building that are not actively participating in a training class, or in a ring training, must be on a leash with a handler or confined to a crate.
- Membership and Board Meeting Minutes will be made available to the Members in the newsletter.
- CCDTC's principle office is the current training facility.
- CCDTC equipment shall not be borrowed, but may be rented as part of a building rental. No removal from the property.
- Members may have up to 4 "guest visit events (total)" per year during non-class "free-ring" time.
- Members inviting guests to join them to co-train:
  - must obtain proof of up-to-date Rabies Vaccination
  - collect the \$5 visitor fee
  - have the guest sign the club's liability release form
  - guests must comply with all CCDTC rules and policies during their visit.
- Members may not use the CCDTC facilities for private instruction nor receive remuneration in any form either inside or outside the building.
- Member information shall be provided in a Directory of all members in good standing
  - who have paid their dues (if applicable) and cleaning fees,
  - who have completed the yearly membership renewal form.
- The Directory will be distributed electronically to each member listed.

## **Children:**

- There will be times when minor children must accompany a parent to class.
  - All children MUST have a responsible adult (+18 years of age) sitting with them at all times. The student in the ring, taking the class is not to be the person who is responsible for watching the children observing the class
  - Non-Student children MUST stay seated during the class on the side of the ring away from dog crates.

- There shall be no interaction between minor children and ANY dog other than their own family dog.
- Children must be at least 12 years old to participate in class without an adult in the ring with them.
- Participation of children younger than 12 years of age in a class is at the discretion of the Training Director, Level Head or Instructor. There must be an adult in the ring, also holding the leash, for any children under 12.

**Changes to the Standing Rules**

Proposed changes to the Standing Rules will be published in the club newsletter or emailed to members at least 10 days prior to regular meeting in which they will be discussed and voted.