

**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 dogownership.
  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. REGULATIONS

## ARTICLE I - MEMBERSHIP

### Section 1: Responsibilities

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 meet the following eligibility prerequisites may be presented for election as a regular member in accordance with Section 4 of Article I of the Regulations. All prerequisites must be met prior to submitting an application for membership.

- 1) Applicants must have attended a minimum of two class sessions (or equivalent) conducted by the Corporation within 12 consecutive months;
- 2) Application must be made not less than sixteen (16) weeks, nor more than one year from the date of the first class attended, (Exception: Persons who have trained for and earned performance titles on one or more dog(s) may apply for membership not less than ten (10) weeks nor more than one year from date of first class attended, provided the training requirements have been met);
- 3) Applicants must attend one general membership meeting of the Corporation within one year of the date of the first training session attended (Exception: Those persons unable to attend a membership meeting may petition the board stating their difficulty of attendance);
- 4) Only one person per family need complete these eligibility prerequisites for a family membership,
- 5) The applicant must also be willing to serve the Corporation in such capacity as may be necessary for the function of the Corporation, and
- 6) The applicant must not currently be suspended or barred from the privileges of the United Kennel Club.

Types of membership are:

1. Single Membership shall be for 1 adult person.

2. Family Membership

Defined as: 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. After reaching the age of 18, children of a Family Membership must convert to a Single Membership by October 1<sup>st</sup> or they must apply for membership under the rules of this section.

3. Lifetime Membership is a Louisa Flood Award recipient.

4. Inactive Membership

An Inactive membership shall be available for Members who have experienced some hardship that makes it difficult to maintain an active membership, but do not want to end their membership with the Corporation. Members that meet the requirements listed below:

- 1) Must have experienced some hardship (ill health, loss of dog(s), etc.)
- 2) Applicants for inactive membership must have been an active member for a period of at least five (5) years;
- 3) Member must apply for a change in membership status to the Board for approval.
- 4) An Inactive Member status is granted on a yearly basis and must be reapproved yearly for extenuating circumstances.
  - o An Inactive Membership will cost fifty percent (50%) of the regular dues.
  - o An Inactive Member may receive the newsletter, attend meetings, and volunteer to work at Club functions.
  - o An Inactive Member may not have voting privileges, training privileges, or access to the building unless attending a meeting or Club function.
  - o An Inactive Member must remain an inactive member for a period of one (1) year before they can be reinstated to active membership; unless due to a change in circumstances, they are able to resume active membership, in which case they must petition the Board for reinstatement. 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 Member

An Inactive Lifetime Membership shall be available for those Lifetime Members who no longer wish to maintain an active membership. The Lifetime Member must apply to the Board for a change in membership status.

- 1) An Inactive Lifetime Member may receive the newsletter, attend meetings, and volunteer to work at Club functions.
- 2) An Inactive Lifetime Member may not have voting privileges, training privileges, or access to the building unless attending a meeting or club function.
- 3) An Inactive Lifetime Member will not pay any membership or cleaning fees.
- 4) An Inactive Lifetime Member must remain inactive for a period of one (1) year before they can be reinstated to an active Lifetime Membership. All Inactive Lifetime Members must be approved by the Board for reinstatement to Active Lifetime membership.

### **Section 3: Dues**

Persons initially joining the Corporation shall pay one twelfth (1/12) of the annual dues from approval for each month remaining in the membership year. Thereafter, membership dues are payable on October 1<sup>st</sup> of each year. Dues not paid by the start of the November membership meeting will be considered Lapsed Members

The amounts for memberships are stated in the “Standing Rules”.

Membership dues may be changed upon the recommendation of the Board of Trustees and the approval of the members.

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

Applicants for membership shall file an application for membership with the Chairman of the Membership Committee. The petition shall be endorsed by two (2) members of the Corporation and shall state the dates of classes or dates of Drop-In sessions and number of hours trained by the applicant and date(s) of meeting(s) attended. The application shall also contain an agreement by the applicant to adhere to the purposes set forth in the Articles of Incorporation and to abide by the Regulations of the Corporation.

Perspective members must meet training prerequisites and have attended at least one (1) meeting prior to submitting application. The following would be the applicant timeline: a.) the membership chair submits all applications received by Howler deadline to Howler editor. b.) Howler publishes name, city, state and breed(s) of prospective members to be voted on at next meeting c.) if anyone has comments on a prospective member it must be submitted in writing to the Membership Chair or a Board Member prior to the next scheduled Board meeting. c.) if there are comments that the Board finds valid, the names)

will be pulled from that month's ballot. The Board will resolve any contested applicants after an investigation of the issues/allegations. d.) all uncontested prospective members will be voted on at the first scheduled General Membership meeting after Howler Publication. e.) Applicants will be accepted for membership upon a majority vote of those members present and voting at the next regular meeting. Membership dues and service hours are prorated as of the date of admission to Membership to the Corporation. An applicant who wishes to register for the next class prior to being accepted as a member will follow the regular procedure and fee schedule for nonmembers; fees paid for such classes will not be refunded if the applicant is accepted for membership.

#### **Section 5: Termination of Membership:**

- a) **Resignation:** Members may resign from the Corporation at any time upon written notice to the Corresponding Secretary.
- b) **Lapsing:** Membership will be considered lapsed and automatically terminated if a member's dues and penalty (if required) remain unpaid by the Annual meeting of that year. The Board of Trustees may grant, upon the request of the member, a thirty (30) to ninety (90) day extension for payment of dues. A member who has not paid his current membership dues shall have no right to vote at meetings until such dues are paid.
- c) **Expulsion:** Membership may be terminated by expulsion as provided in Article VI of the Regulations.

### **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 of Trustees determines that such a meeting is unnecessary.

#### **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 of Trustees shall determine the date, time, and place of the Annual and regular meetings of the members. The Board of Trustees, the President, or the Corresponding Secretary shall give written notice 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: Special Meetings of the Members**

Special meetings of the members may be called by twenty percent (20%) of the members, by the Board of Trustees, 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 by telephone or regular mail or as otherwise permitted by law.

### **Section 6: Regular Meetings of the Board of Trustees**

The Board of Trustees shall meet on a regular basis at a date, time, and place as determined by the President. Roll shall be taken. A majority of the Board of Trustees shall constitute a quorum. Any member may attend board meetings. Members or guests may be included on the agenda with prior approval of the presiding officer.

### **Section 7: Special Meetings of the Board of Trustees**

Special meetings of the Board of Trustees 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.

### **Section 8: Parliamentary Authority**

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

### **Section 9: 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 (2) votes for a Family Membership, at any meetings of the members at which he is present. There shall be no absentee or proxy votes.

### **Section 10: Electronic Meetings**

The CCDTC Board may hold meetings which some Board members attend by electronic means "if simultaneous aural communications among all participating Board members are at least equivalent to those of meetings held in one room or area"\*. Board members present by electronic means maintain the same rights to participate in discussion and voting as if physically in attendance. The Board member who wishes to attend electronically shall prearrange with another Board member to handle the device to be used at the meeting. The Board member who is physically in attendance and is handling the device allowing electronic connection shall be responsible for monitoring the participation of the member in electronic attendance on his/her device and for bringing forward any request for the floor from that member.

Quorum shall be determined by the number of members in participation at the meeting, whether by physical attendance or electronic attendance.

CCDTC is not responsible for providing technical equipment for such meetings. It is not responsible for technical difficulties causing disruption of service during the meeting.

\*Roberts Rules of Order, 11th Ed. Sept. 2012, p. 97 Electronic Meetings, lines 25-27

## **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:

- a) no more than one member of a household can run or serve on the Board at any onetime;
- b) no candidate may be elected to more than one office; and
- c) any officer who wishes to run for higher office in mid-term must resign his current office prior to the election, thus giving the nominating committee the opportunity to find a candidate to stand for election to the vacant office.

### **Section 2: Board of Trustees and Officers**

The number of Trustees of the Corporation shall be sixteen (16) or such other number, not less than three (3), as shall be fixed from time to time at any regular meeting or Annual Meeting of the members.

Five (5) members of the Board of Trustees shall be a President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. The Immediate Past President, when applicable, is a member of the Board of Trustees. One - three (1 - 3) shall be elected as Training Director(s). The remaining members of the Board shall be elected as Trustees-at-Large.

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

The Board of Trustees shall be entrusted with general management of the affairs of the Corporation and shall have power to transact all business of the Corporation, provided however, that the Board of Trustees 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 \$200 to \$499.

### **Section 4: President**

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. The President shall have such other authority and perform such other duties as determined by the Board of Trustees. The current President will abstain from voting at board and membership meetings, except in the case of ties.

### **Section 5: Immediate Past President**

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

### **Section 6: Vice President**

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. The Vice President shall succeed to the office of President for the unexpired term should such a vacancy occur in the office of President. 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 of Trustees. The Vice President will send renewal applications to members by August 1 of each year.

The Vice President shall also keep and maintain a membership book containing the name and address of each member, the date of admission to membership, and the class of membership and shall bring a current membership roster to all membership meetings.

### **Section 7: Recording Secretary**

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 of Trustees and all matters of which a record may be required for the Corporation. The Recording Secretary shall perform such other duties as determined by the Board of Trustees.

### **Section 8: Corresponding Secretary**

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 of Trustees.

### **Section 9: Treasurer**

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. 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 of Trustees, 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 of Trustees. 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 of Trustees shall determine.

### **Section 10: Training Director(s)**

The Training Director(s) shall be responsible for chairing the Training Committee and directing the performance of its duties as outlined in Article VII, Section 1.

### **Section 11: Trustees-at-Large**

The Trustees-at-Large shall have such duties and responsibilities as provided by law and, in addition to such duties and responsibilities, shall be responsible for all physical properties of the Corporation and shall report on the condition of such physical properties at the Annual Meeting.

## **ARTICLE IV: ELECTIONS**

### **Section 1: General**

The Officers and Trustees shall be elected by secret written ballot at the annual meeting. Each officer shall also be a trustee and have such powers and perform such duties as generally pertain to such office. In the case of Trustees-at-Large, 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 one year, beginning at the close of the Annual Meeting.

### **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-at-Large**

The Trustees-at-Large 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**

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

#### **Section 12: No 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 of Trustees 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 of Trustees.

#### **Section 13: Removal from Office**

A Trustee 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. Three consecutive absences from the Board of Trustees regular or special meetings without justified excuse shall constitute cause for removal. An officer may be removed for cause upon the vote of three-fourths ( $\frac{3}{4}$ ) of the trustees present at a meeting of the Board of Trustees.

#### **Section 14: Resignation**

A Trustee may resign from office in writing to the President or his/her designee.

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

A nominating committee consisting of three members, not more than one of them being a member of the Board of Trustees, shall be appointed by the Board. The Nominating Committee shall notify the Membership of the slate of candidates for all offices, by publication or mailed to members at least 10 days prior to the September meeting. Further nominations for trustees and officers may be made from the floor at this meeting, at which time all nominations are closed. 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**

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:**

The Board of Trustees 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. 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**

Members are encouraged to resolve conflicts with other members discreetly and respectfully. When two or more members are unable to resolve their issue the members should first consult with the CCDTC President about how to resolve the issue and then should proceed based on the President's (or impartial third party appointed by the Board) recommendation. If still not in agreement and either or both feel strongly enough about the issue, a written complaint (on the approved form) may be filed with the Board.

Any Member in good standing may file a written complaint with the Board against any other Member for offenses that may directly affect the Club's good name, activities and property. Some examples of actions that could result in disciplinary procedures would include, but not limited to, the following:

1. Interfering with CCDTC's ability to hold competitions and events, or to rent or lease the Facility, or
2. Jeopardizing the safety and security of Club assets, or
3. Withholding or theft of Club funds or assets, or
4. Creating an unsafe condition at the Facility for Members and Non-members, and their canine companions, or
5. Unsportsmanlike conduct at classes, dog shows, or other public functions related to the purposes of the Corporation, the use of severe or cruel treatment of any dog, and any other conduct inconsistent with the purposes of the Corporation.

The completed form should be signed and submitted to the Corresponding Secretary.

A member or officer has a right that allegations against his name shall not be made except by charges brought on reasonable ground. The accused has the right to due process, that is, to be informed of the complaint and given time to prepare his defense, to appear, and defend himself, and to be treated fairly, as outlined in the procedures below.

Once a written complaint form is filed with the Board it is up to the Board to respond with appropriate action. Only the Board may bring forth or recommend charges.

## **Section 2: Disciplinary 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 appoint a committee of at least 3 impartial club members who will conduct a confidential investigation, hearing each side without others present, and possibly confidentially interviewing other witnesses. Either involved party may present objection with just cause to a selected committee member but the Board has final authority of selection.
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.
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,

- Dissolution of the complaint
- Memorandum of understanding (a written document signed by all involved parties that spells out mutually accepted expectations for appropriate behavior to resolve the conflict).
- Censure (an official written reprimand)
- 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.
- 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. 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. 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. The members shall then vote by secret ballot on the proposed expulsion. 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 suspended or barred from privileges from UKC or CPE, as required by those organizations, shall be automatically suspended or barred from the privileges of Membership in the Corporation for a like period of time.



## **ARTICLE VII: COMMITTEES**

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

Standing or other committees may be created by the Board of Trustees. Members of standing or other committees are appointed and may be removed with or without cause by the Board of Trustees. The President shall appoint one member of the standing committee or other committees to serve as chairman thereof. Each person on a standing committee or other committee shall be a member of the Corporation.

A list of Committees and their descriptions are located in the Standing Rules.

### **Section 2: Records**

Each committee shall maintain minutes of its meetings and a record of its other activities. The minutes and other records shall be given to the chairman of the succeeding committee upon the expiration of the term of the retiring committee.

## **ARTICLE VIII: TRAINING FEES**

### **Section 1: Change**

Training fees may be changed upon recommendation of the Board of Trustees and the vote of the members at a regular meeting or special meeting.

### **Section 2: Refunds**

Refunds of training fees may be made in special cases by the Board of Trustees.

## **ARTICLE IX: AMENDMENTS**

Amendments to the Articles of Incorporation or the Regulations may be proposed by the Board of Trustees 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 of Trustees 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 in the club newsletter or mailed to the members at least 10 days prior to the next Regular Membership Meeting, where there will be a discussion and a vote.

## **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 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 or sign-in
2. Minutes of the last meeting (unless mailed or distributed previously to members)
3. Report of the Board of Trustees
4. Report of the Secretaries
5. Report of the Treasurer
6. Report of the Audit
7. Report of the Trustees-at-large
8. Report of the committees as necessary
9. Election of new members
10. Unfinished Business
11. New Business
12. Adjournment

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

### **Training and registration**

Each member shall register individually for training classes and comply with registration guidelines.

Classes offered (general description, class content and size) will be determined by the current training director(s) and the training committee. These classes will be published in CCDTC class schedules, brochures and on the CCDTC website.

### **Alternative training devices**

- CCDTC approved training devices include, variations of: flat collar (buckle collar), slip collar (“choke collar”), and limited slip collar (martingale collar). Any other device shall be considered an alternative training device.
- Alternative training devices used in any Puppy and Level I & II Class, must be approved by the Training Director and/or Level Head. Disputes will be resolved by the Training Committee.
- The Club member or members in charge of any club event have the authority to approach and/or excuse anyone from that event when training methods or general department violates club policies, including but not limited to misuse of equipment.

### **Harsh training methods**

- Harsh training methods are defined as any method that might cause injury to an animal, including but not limited to kicking, hanging, or striking with unnecessary force and/or nonphysical abuse, i.e. screaming, lack of emotional control, etc.

Non-members may be banned permanently from all Club events. Club Regulations, Article VI: Expulsion and Discipline applies to members.

### **Dog Aggression:**

Dog aggression incidents in and around the CCDTC building will be reported to the training director and/or training committee. The TD and TC are authorized to create and implement a solution to each incident. Dog aggression incidents at any other club sponsored event will be reported to the club member in charge of the event. That club member is authorized to resolve the incident including excusing the dog(s) from the event. Any disputes may be presented to the board of directors, and if necessary then the membership at large, for review.

### **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

### **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 Treasurer and will notify the Class Registrar of the change when registering for training.

### **Membership Dues:**

Membership Fees shall be determined by the Board and approved by the membership.

- Lifetime Membership - No dues,
- Single: (1 adult over 18) --- Dues \$45.00 (requires 16 service hours)

- Single Senior: (1 adult 60 years or older) --- Dues \$41.00 (requires 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 (requires 22 service hours)
- Family Senior: (2 adults 60 years or older) --- Dues \$50.00 (requires 22 service hours)
- Family Junior: (1 adult with children under 18 years old) --- Dues \$45.00 (requires 16 service hours)

CCDTC's membership year runs Oct. 1 through Sept. 30th. Dues are calculated from the date a new member is voted into membership. After November 30, dues may be prorated as follows: \$3.75/mo single, \$3.42/mo single senior, \$4.58/mo family and the Cleaning Fee prorated to \$1.65/mo single and \$2.50/mo family.

### **Member Benefits**

As a benefit to all members, CCDTC offers:

- A lower rate for classes than what the general public pays.
- Key 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 a dog in the class they are teaching they will be offered a voucher for one run/class in a trial/show or one training class.

### **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. 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).

### **Hours of Service:**

Each Adult member must contribute 16 hours of service to the Corporation per year (A Family membership of 2 adults equates to 22 hours of service). If the service requirement is not met, then a penalty per hour not worked in an amount determined by the Board and approved by the membership will be added to the renewal dues. Service hours will be prorated for new members at a rate of 1 hour per month.

Clarification:

Single membership = 16 hours

Family membership (1 adult + children) = 16 hours

Family membership (2 adults + children) = 22 hours

Inactive/Lifetime = 0 hours

### **Miscellaneous**

- Members who would like to teach a class or change their teaching assignment must contact the level head or the Training Director(s).
- Bitches in season are not permitted in the CCDTC training building; exception would be made for conformation events only. Handlers should be encouraged to attend without 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.
- Minor Children (under the age of 18) in and around the CCDTC building must be supervised by an adult who agrees to be responsible for their behavior and safety at all times. Secretary's report of

general meetings shall be typed and included in the next newsletter. Board meeting minutes will be made available to the members at each membership meeting.

- CCDTC principle office is the current training facility.
- Certificates of appreciation will be given to all outgoing members of the Board of Trustees at the end of their term in office.
- CCDTC equipment shall not be borrowed, but may be rented. Request for rental of equipment and signed agreement shall be required.

Members may have up to 2 guests per day at the training building during non-class “free-ring” time. Guest(s) shall sign release form and pay applicable fees, to be determined by the Board and approved by the membership, to train 1 dog or to train multiple dogs. Guests shall relinquish ring space to a CCDTC member.

- CCDTC club colors are cranberry and silver.
- There is a refundable deposit of twenty-five dollar (\$25) for a key to the training facility. Keys are only available for adults and who are full members of CCDTC.

### **Changes to the Standing Rules**

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

## **COMMITTEES AND JOB DESCRIPTIONS**

The chairman of each committee shall have primary responsibility for supervising and carrying out the work of that committee. The assistant chairman shall be involved as much as possible in these tasks and maybe appointed to chair the committee the following year.

### **Training Committee**

There shall be a standing Training Committee consisting of the Training Director(s), and members selected by the current Training Director(s) who shall represent each level and/or venue of training classes offered by the Corporation. The Training Committee shall have responsibility, subject to approval of the Board of Trustees, of setting class schedules, recruiting instructors, and selecting the registrar. The number of Training Director(s) shall be determined by the Board of Directors. The Training Committee shall hold regular meetings for the purpose of sharing information and views, determining the classes which will be offered and the teaching goals in each class.

Training Director: The number of Training Director(s) shall be determined by the Board of Directors. The training director(s) heads the training committee and is responsible for selecting the venue level heads (conformation, obedience, rally, agility). The venue level heads will make up the core of the training committee. Assistants for each venue will be chosen by the level heads and may also be a part of the training committee if approved by the Training Director(s). Class registrar is also chosen by the Training Director(s) and is a member of the training committee.

The training director (or directors) will be ultimately responsible for setting class schedules and for overseeing class content. The training director(s) will be consulted about the use of alternative training devises and methods. It will be the decision of the training director(s) to allow or disallow the use of same at CCDTC classes. The training director(s) may allow specific decisions on training devises or methods to be decided by level heads or individual instructors on a case by case basis.



### **Class registrar**

Receives applications for training classes, places applicants in appropriate class (or on waiting list if class is full) notifies class members by phone, email or mail to confirm registration, checks nonmember health certificates, notifies instructors of class list, and delivers class fees received to club treasurer.

### **Publicity**

This committee will have the responsibility of maintaining and disseminating information on the club. Included in the jobs are to advertise club classes and activities by keeping printed information available at veterinary offices, grooming shops, etc. and by placing press releases and advertisements in newspapers as necessary. Additional duties may be added as needed.

### **Historian**

Keeps record of the history and activities of the club, including newspaper articles, pictures, and other written items of interest to the club.

### **Building**

Maintains and safeguards the physical properties of the club, i.e., mats, gates, jumps, etc., and reports on the condition of such physical properties and present an itemized inventory, at the Annual Meeting. Under its direction are: scheduling the cleaning crews, distributing keys (and maintain the records for same), reporting building structure issues to the President to pass on to the landlord.

### **Nominating Committee**

Presents a slate of candidates at the membership meeting preceding the Annual Meeting for the offices that have terms that expire on the date of the Annual Meeting, after affirming the willingness of each candidate to run for office. Also receives the applications of candidates for Training Director(s) prior to the July membership meeting. (see also: Regulations Article IV, Section 7).

### **Events Committee**

There shall be a standing Events Committee consisting of the Events Committee Chair(s), and members selected by the current Events Committee Chair(s) who shall represent each venue of events offered by the Corporation. The Events Committee shall have responsibility, subject to approval of the Board of Trustees, managing the schedule of events at the training facility, of evaluating proposed events, helping the chair of the events when they need help, and help to insure that the events make a profit and/or meet the goals of the Corporation. The Events Committee shall hold regular meetings. The Events Committee Chair will be the point of contact for all building rentals.

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

### **Store**

The store Manager will maintain Inventory, place orders, stock and price merchandise. Schedule Store open times to coordinate with first weeks of classes, events, and meetings. Train volunteer workers in merchandise use and how to fit dogs for merchandise. Maintain books and provide treasurer with records and funds received in a regular and timely manner.

### **Awards**

Keeps records of titles earned by club members, orders appropriate awards for recognition of such titles, and orders and presents the club's special awards to members.

### **Newsletter**

Publishes a periodic newsletter containing notification of club meetings and events, minutes of previous meetings, schedules of classes, and articles and announcements of interest to club members.

### **Membership Committee**

Receives applications for membership from trainees, provides pertinent information about members' responsibilities to the club, and secures sponsors for prospective members. The Vice- President is chairman and sends membership renewal applications according to the bylaws.

### **Parliamentarian**

The Parliamentarian shall have such powers and perform such duties to such office, including supervising both general and Board Meetings to assure the meeting is conducted by Robert's Rules of Order. The Parliamentarian shall have no vote at a Board Meeting.

### **By-Laws**

Reviews CCDTC Bylaws and makes recommendations for additions, deletions, and up-dates to the Board of Trustees.

### **Audit Committee**

Review of the clubs financial records is conducted annually.

## **CCDTC AWARDS**

CCDTC will hold an annual Awards and Recognition Night to

1. Honor members who have contributed above and beyond normal efforts to further the club's business and goals. Members who have contributed efforts to further the club's business and goals may include, but not necessarily be limited to, instructors, committee members, board members, or individuals making unique contributions. Such contributions may be recognized through media or creative presentation, individual Member Award presentations, or any other \*non-monetary means determined appropriate by the Awards Committee. \*This is a volunteer organization, therefore monetary gifts are not appropriate as recognition.
2. Celebrate the successes of each member and his/her dog/s. Each member's successes with their own dogs will be given time and means for celebration during the Awards and Recognition Ceremony, in a format determined by the Ceremony's planning committee.
3. The Louisa Flood Award is presented whenever deemed appropriate by the Board to honor a member with a record of outstanding service to the club. Candidates are nominated by the membership and voted on by the Board of Trustees to preserve the element of surprise.
4. Member Sponsored Awards are Awards and recognitions which are sponsored by a Member or Members of CCDTC, will be the responsibility of the sponsor(s) to pay for and maintain such awards. Rules and requirements for Member sponsored awards will be made available to the membership.