

STANDING RULES BELL VERNON KENNEL ASSOCIATION
July 14, 2022

Table of Contents:

Section 1: Definition

Section 2: Obligation of funds

Section 3: Dues

Section 4: Insurance

Section 5: Committees
General information

Standing Committees:

- 5 A. The Messenger**
- 5 B. Social Media**
- 5 C. Web Page**
- 5 D. Program and Education**
- 5 E. Sunshine**
- 5 F. Properties**
- 5 G. Events**
- 5 H. Awards and Trophies**
- 5 I. Finance**
- 5 J. Financial Review**
- 5 K. Librarian and Historian**
- 5 L. Documents**
- 5 M. Donations**
- 5 N. Membership**
- 5 O. BVKA apparel and logo items**

Section 6: Membership benefits

Section 7: Rules of Order

Section 8: Ethics

Section 1: STANDING RULES

The Standing Rules of BVKA will at all times be subject to the final authority of the Board. Standing Rules are administrative and may be changed at a general meeting by a majority vote without prior notice except as otherwise noted.

Section 2: OBLIGATION OF FUNDS

The general membership may obligate funds up to a maximum of \$1000 with a majority vote of members present at the meeting. Obligation of funds in excess of that must have specific approval of a majority of the Board of Directors voting at the meeting at which the expenditure is considered and then will be brought before the members for approval. A member may spend up to \$300 with the approval of the President or an Event Chair.

A Reserve Fund will be maintained in a CD of an amount sufficient to cover contracted expenses in the event of a cancelled Event or where entry income does not cover expenses. This fund may not be used for any other purpose without a 2/3 vote of the Board of Directors and must be replaced before any other use of club funds other than for normal Event expenses and fixed annual expenses.

Section 3: DUES

Membership dues are \$15 for Full Members and \$10 for Associate Members. There is no family discount. See Article I, Section 3 in the Bylaws for details.

Section 4: INSURANCE

Insurance coverage will be maintained to cover all liability involving Officers, Directors and members at any official club function and the Treasurer and any other member who has access to club funds will be covered by a Dishonesty Bond. The Treasurer will be responsible for general oversight but all Board members equally share full responsibility for coverage.

Section 5: COMMITTEES: GENERAL INFORMATION

Functions, duties, fiscal responsibilities and limitations:

The Board may each year appoint standing committee chairs to advance the work of the club in such matters as conformation, obedience, rally, agility, public demos, tracking tests, trophies, annual awards, membership, program and education, donations, publicity, social media, web page, hospitality, program, properties, the official newsletter, club apparel, etc., and other fields such as budget and financial review of club accounts which may well be served by committees. Such committees shall always be subject to the final authority of the Board of Directors. Committee chairs whose duties involve the expenditure of club funds will

prepare an itemized budget for the following year by November 1st for inclusion in the Treasurer's annual budget, which will be submitted to the Board of Directors for approval by January 1st or as necessary throughout the year.

Each committee chair shall submit a progress report when appropriate, either orally or written, at each Board or general meeting. Event chairs will submit their report as soon after the event as possible, other committee chairs will submit a year end report by November 1st with their budget for the following year.

Committee chairpersons are responsible for the fiscal accounting of their committees. All funds and material involved will be disbursed through or at the request of the committee chairperson. All income and invoices will be collected by the chairperson and transferred to the Treasurer and will clearly indicate what it was spent for and be signed by the person to be reimbursed. Invoices will be submitted on the Request for Reimbursement form which can be found on BVKA's web page (bellvernonkennelassn.com) with receipts attached. The Treasurer will not enter moneys received directly from individuals on his records until they have passed through the hands of the committee chair.

Committee chairs of activities involving the use of property and/or facilities will assure any legal issues and permissions are in order and granted.

5A. The Messenger Committee

The Messenger Committee chaired by the Secretary shall organize, prepare and publish items of general importance and news to the members of the club. The chair of the Messenger Committee will be responsible so far as is possible for the authenticity, accuracy and freedom from bias, discrimination and prejudice of the material contained therein.

In addition, the Editor of The Messenger will be responsible for the following:

- a.** The Messenger will be distributed monthly, within ten days of the meeting and will contain notice of the meeting, advance notice of important measures to be considered at the following meeting, reports, and news of general interest.
- b.** Copies of the unapproved minutes of the Board meetings and general meetings (after being submitted to the president) will be included in, or with the publication.
- c.** A list of all nominees for office and Board of Directors' positions shall be published in the November issue as well as a reminder to pay dues by the end of the year.

5B. Social Media Committee

The Social Media Committee shall be responsible for all public information concerning the club and its activities except for the web page. Only the committee members will be allowed to post on social media (Facebook, Instagram) and all links must be approved by the committee, with no hashtags allowed. Only photos of club members that are provided by the club member will be allowed to be used with the understanding that by submitting the photo the member has given permission for it to be published. The goal of using social

media is to promote BVKA to the general public and will be limited to BVKA and AKC activities, events, news and member brags (with their permission) that promote a positive image of the club.

5C: Web Page Committee

The Web Page Committee will be responsible for the management of the BVKA website, bellvernonkennelassn.com. All existing information must be kept current and updated. New features may be added if so indicated, and design changes may be desirable as well. All BVKA public events, especially shows and trials must be entered in Upcoming Events after AKC approval has been received, including promotional information targeting the prospective entrants, but also of interest to spectators. Wherever possible, the results should be added as soon as possible both on the original entry and on the results/home page news. Person or persons who will manage the site need to be authorized on 'web login' site, furnished with a copy of the program and may need to hire a consultant on how to use it in accordance with the rules specified in Obligation of Funds and Standing Rules General Information in Sections 2 and 5.

5D. Program and Education Committee

The Program and Education Committee is responsible for providing educational opportunities to club members and to the public by scheduling speakers for programs at monthly meetings, providing seminars or workshops to members, supplying educational printed materials or items for distribution at public events, or by any other means that the committee can think of for public and member education as related to the sport of dogs. For spending and budget guidelines refer to Obligation of Funds and Standing Rules General Information in Sections 2 and 5.

5E. Sunshine Committee

The Sunshine Committee is responsible for sending cards or other appropriate acknowledgement to express congratulations, sympathy or concern on behalf of the club. It should be members responsibility to inform the Chair of such need. For spending and budget guidelines refer to Obligation of Funds and Standing Rules General Information in Sections 2 and 5.

5F. Properties Committee

a. The Properties Committee is responsible for all club equipment, its purchase and maintenance. The Chair of this committee shall keep a list of such equipment and its location.

b. Loan of equipment

Club equipment may be loaned out with Board approval at no charge to 4-H clubs, the Humane Society, Obedience and Handling classes and other clubs. There will be a sign out contract stating the name of person(s), contact information, what equipment is being

borrowed, and borrower's responsibility to repair/replace any damaged or lost equipment. The property chair will be responsible to inspect and see that it is returned in the same manner as loaned.

5G. Event Committees

An "event" will be an AKC licensed activity. The Board shall appoint for each event an Event Chair, an Assistant Event Chair and/or Match Chair. The Event Chair will also be the AKC Liaison person. All Events must abide by the area limits imposed by the American Kennel Club. We will not knowingly infringe on another club's area without specific written permission. BVKA's specific area is Skagit County. For spending and budget guidelines refer to Obligation of Funds and Standing Rules General Information in Sections 2 and 5. It shall be the responsibility of the Event Chair to organize, coordinate and execute all matters pertaining to the Event, and to appoint Chairs for Obedience, Rally or any other area as needed. Specifically, the duties of the Event Chair are as follows:

- a.** The Event Chair is responsible for obtaining the proper Event application forms from AKC in ample time to fulfill the requirements of the AKC.
- b.** The Obedience/Rally Chair(s), Agility Chair, or Tracking Chair will have full responsibility for all aspects of the event. However, the Conformation Chair has sole jurisdiction over matters that may properly come before it regardless of whether the matter has to do with the Conformation or the Obedience/Rally event.
- c.** The Event Chair is responsible for forwarding to the Show Superintendent or Trial Secretary all the necessary information in ample time to fulfill AKC requirements.
- d.** A checklist shall be formulated and used for all the minute details and due dates to prevent possible oversight.

5H. Awards and Trophy Committee

The Awards and Trophy Committee shall be responsible for acquiring and placing all awards to be presented by the club at any of its functions. The specific duties of this committee are:

- a.** The Awards and Trophy Committee may solicit trophies and/or prizes to be offered at All Breed shows, Trials, Matches or Tracking events. It shall furnish a list of all trophy pledges to the Event Chair in ample time to be shown in the premium list or catalog as required by the AKC.
- b.** The Awards and Trophy Committee shall select and order the trophies, ribbons, prizes, etc. to be offered at events and shall deliver them to the site and establish an attractive display with all trophies properly labeled (class, placement, date, and donor).
- c.** The Awards and Trophy Committee shall be responsible for the Annual Awards Dinner. It shall submit date, place, time and cost of the Awards Dinner for Member approval in November. It shall provide a framework for accepting each Member's title achievements; create or obtain and deliver award certificates. The annual Awards Dinner is open to all Full and Associate members and their guests. Dinners will be paid by the club for those members who have worked at an event or on other club activities.
- d.** For spending and budget guidelines refer to Obligation of Funds and Standing Rules General Information sections 2 and 5. The Awards and Trophy Chair shall coordinate with each Event Chair to provide an appropriate budget for each Event and provide the Treasurer

with an annual budget estimate by November 1st for inclusion in the annual meeting report.

e. The Awards and Trophy Chair shall automatically be a member of each Event Committee.

5I. Finance Committee

The Finance Committee shall consist of the Treasurer, and two other members who may or may not be a Board member with the Treasurer as chair. The Finance committee is responsible for reviewing the preceding year's financial report and preparing the annual budget. The Treasurer shall submit the club's annual budget for approval at the January meeting of the Board of Directors. The annual budget will be as detailed as possible and will list all anticipated income and expenditures by general classifications. Committee Chairs whose duties involve the expenditure of club funds will prepare an itemized budget for the following year, by November 1st to be included in the Treasurer's annual budget report. Event financial reports should be completed within 30-60 days following the event.

The Treasurer shall review the financial status of the club and make reports to the membership at the monthly meetings. A yearly report of all monies received and expended shall also be presented at the first meeting of the year of the General Membership.

5J. Financial Review Committee

The Financial Review committee shall consist of one Board member and two non-Board members who do not have signing authority on any club bank account with the Treasurer acting in an advisory capacity. The duties of the Financial Review committee will be to review the books by reconciling invoices, check register and bank statements at least annually as directed by the Board and a summary of this report shall be published in The Messenger.. At each club meeting the Treasurer shall provide a copy of the current bank statement and checkbook reconciliation for review by a member of the Financial Review committee or someone who does not have bank account signing authority with such inspection noted in the minutes. All financial records will be maintained on a computer owned by the club that has acceptable software for keeping records (e.g. Excel, Quicken or Quickbooks). Event chairs must approve invoices prior to payment by the Treasurer.

5K. Librarian/Historian

It shall be the responsibility of this committee to keep an orderly record of club activities as a history, keeping a notebook with clippings, photographs, etc., and to maintain a current file of all books, periodicals, films and tapes belonging to the club; to purchase new books and such, dealing with the field of dogs and their training, after approval has been received from the Board; and to make such materials available for club members to borrow at each regular club meeting. A list of new materials, as they become available, shall be sent to the editor of The Messenger for publication.

5L. Document Committee

- a.** The Document committee shall study and prepare for presentation to the membership, via the club Secretary, any needed changes in the club's Constitution and Bylaws, as may become apparent in the routine conduct of the club business. Any amendments must be presented in accordance with the current Bylaws, and amendments to the Bylaws must be submitted to AKC for approval.
- b.** Prepare and present, to any meeting of the club, resolutions for the Standing Rules which shall be binding on the club until they are rescinded or modified.
- c.** Maintain a current record of all Club documents, insuring that all resolutions adopted by the club are included. The Secretary shall publish the Bylaws when amended, the Standing Rules when substantial changes have occurred or when requested by the Board.

5M. Donation Committee:

The Donation committee reviews possible donations that the club makes each year. They gather suggestions from the club and submit some of their own research. In October the committee collects information from the Treasurer how much the club can donate that year. The donations are approved in November and sent by December. Under normal circumstances the club donates 10% of the annual net profits as defined by generally accepted accounting principles. Because the club is a tax-exempt organization with the Internal Revenue Service it can only make donations to other tax-exempt organizations per IRS regulations. When a suggestion is made that is new to the club, that organization's IRS status needs to be checked.

5N: Membership Committee:

Whenever someone who shows interest in joining BVKA contacts the club by way of the website or through one of the members, that person's name and contact information shall be given to the Membership chair and the membership committee will contact them (usually by email) and invite them to the next meeting or event, plus attempt to answer any dog related questions they may have, or introduce them to a club member who can. The Membership chair will continue to update the visitor about meetings and events they may wish to attend until such visitor is actually voted into membership and is receiving the Messenger. If a visitor wants to attend a meeting the Membership chair will notify the Secretary.

The Committee is to compile 'new member' folders or packets which will consist of the most recent versions of the club's important documents: BVKA Constitution & Bylaws, BVKA Standing Rules and BVKA Code of Ethics Guidelines. In addition, it must contain a copy of the approved BVKA membership application. The committee chair should make every effort to attend all meetings and have several packets available to give to interested visitors, expected or not. When an application is received, the membership committee will read it to the members at that meeting, but will retain it until voting occurs, after which the approved application will be given to the Secretary.

50. BVKA Apparel and Logo items

The Apparel and Logo committee will be responsible for the purchase of club apparel and logo items as directed by the membership. The Chair will inventory and maintain apparel owned by the club. For spending and budget guidelines refer to Obligation of Funds and Standing Rules General Information in Sections 2 and 5.

Section 6: Membership Benefits

Benefits of full membership will include full voting rights and receipt of the newsletter. Benefits of associate membership include receipt of the newsletter. The annual Awards Dinner is open to all Full and Associate members and their guests. Dinners will be paid by the club for those members who have worked at an event or on other club activities.

CHARTER MEMBERS: Those persons who accepted and qualified for membership on or before July 7, 1963 shall be duly constituted as charter members. Those persons are subject to annual dues and must be paid up members in good standing in order to retain voting privileges and Board status. Persons duly constituted as charter members are Mr. Bill R. Dixon, Mrs. Doris E. Dixon, Mr. Gerald T. Luke, Mrs. Earlene J. Luke, Mr. Harold Hobson, Ms. Norma E. Lee, and Mrs. Jean (Speers) Henderson.

HONORARY MEMBERS: Those persons who have a continuing interest in the club and who, due to illness or other extenuating circumstances, are no longer able to fully participate in the affairs of the club, may be elected to honorary membership. Honorary members shall enjoy all the benefits of membership except the right to vote and hold office and are not required to pay dues.

Section 7: RULES OF ORDER

The rules contained in Robert's Rules of Order Newly Revised shall govern the club in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or Standing Rules. The Vice President shall have custody of the club's copy of Robert's Rules of Order Newly Revised and shall act as club parliamentarian, whose role is purely advisory. Only on the most involved matters should the parliamentarian be asked to give an explanation directly to the group

Section 8: ETHICS

The ethics of the club shall be understood to imply that members shall conduct themselves properly in cooperation with Officers, Board and fellow members in the interest of peace and harmony. Good sportsmanship shall be expected of members and in furtherance thereof, members shall familiarize themselves with Robert's Rules of Order Newly Revised as well as the Constitution, Bylaws and Code of Ethics of the Bell Vernon Kennel Association.

