



# AMERICAN KENNEL CLUB

May 16, 2019

Judi James, President  
Pacific Northwest Scent Work Club  
1265 Summer St NE  
Salem, OR 97301

VIA EMAIL  
rainspring.mdg@gmail.com

Dear Ms. James,

The representations submitted on behalf of the Pacific Northwest Scent Work Club have been reviewed.

We are pleased to inform you that the Pacific Northwest Scent Work Club has been granted approval to hold mentored AKC Scent Work events. The club is placed on record and the club number is 7393. Please be sure to indicate this number on all AKC correspondence and applications. Please also be advised that your club can hold events under the auspices of only those organizations which have been approved by the American Kennel Club's Board of Directors ([www.akc.org/rules/policy-manual/club-policies/](http://www.akc.org/rules/policy-manual/club-policies/)) for "Non-AKC Events".

In granting this approval, our records have been noted to reflect that your club's focal point of dog interests and activities is the greater Salem, OR area (including communities north to Portland, south to Noti along Interstate 5) and it is expected that your club will continue to develop and serve the Scent Work interests in this area.

During the course of your club's Mentored program but before the club is officially licensed, there are a few revisions to the bylaws that are necessary to bring the document more in-line with what AKC currently requires:

**Bylaws, Article I, Section 1:** Please indicate what the second type of membership will be and include the definitions in this section.

**In Section 2:** Please indicate the uppermost limit for the second type of membership. The dues payable date must be moved to February 1 as to not conflict with the Annual meeting in January.

**In Section 4(b),** please choose either "30", "60" or "90" days for lapse period and in meritorious cases.

Founded in 1884; a not-for-profit corporation

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101 Park Avenue, 5th Floor New York, NY 10178 Tel 212-696-8211 [clubrelations@akc.org](mailto:clubrelations@akc.org)

**Article II:** Please remove the words “within 75 miles” and replace with “within the greater Salem, Or area” in each of the four sections. The club’s territory as assigned above would be where meetings must be held. The club should also consider incorporating AKC’s Email notification policy indicated at the following link:  
<http://www.akc.org/clubs/manage/policies/>

**Article III, Section 2e:** Please correct the number of board members to “4” when the Secretary and Treasurer positions are held by one person.

**Article IV, Section 1:** The Fiscal year must be moved to February 1 to be aligned with the Dues Payable date changed in Article 1.

**Article VI, Section 1:** As AKC has more than one privilege, the first sentence must read: “...who is suspended from any of the privileges...”

Please also see AKC’s Club Policies and Bylaw FAQs at the following link for additional assistance for revising the club’s document: <http://www.akc.org/clubs/manage/>

Amendments must be processed in accordance with the Amendment Article including emailing the written notice of the proposed amendments/amendment meeting to each member at least 2 weeks prior to the date of the meeting. When the revised document is printed, please submit a copy to our office along with the date of the vote, the percentage of total membership that voted and the outcome of the vote.

We have enclosed the Attorney Affirmation Form for submission along with the amended bylaw document. The form was created in January 2017 in an effort to assist clubs in terms of complying with state law. A few of our policies require that clubs check state law, e.g. Email Notification for Board Meetings and General Club Meetings, approval of Teleconferencing and Videoconferencing for Board meetings and Electronic Balloting for parent clubs. However, all provisions in the bylaws should be in compliance with state law and since clubs are located in different states, different state laws apply. We do not have the expertise to interpret state law and if any issues arise clubs are then able to consult with an attorney regarding the interpretation of applicable statutes.

Upon the successful completion of one (1) mentored Scent Work event and the necessary bylaw revisions have been implemented, the club will be granted official license to conduct AKC Scent Work events. Questions regarding the mentored event or the Scent Work program should be addressed to Stephanie Kennerley, Sports Development Manager at [stephanie.kennerley@akc.org](mailto:stephanie.kennerley@akc.org).

A copy of the *Rules Applying to Dog Shows* and a *Guide For...Dealing With Misconduct* are also available on our website at [www.akc.org](http://www.akc.org).

If we can be of any further assistance, please feel free to contact this office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Aneke McPhail". The signature is fluid and cursive, with the first name being the most prominent.

Aneke McPhail  
Club Relations

Cc: Stephanie Kennerley, Sports Development Manager