

THE STANDING RULES OF THE DELAWARE VALLEY BULLMASTIFF CLUB

GENERAL INFORMATION:

Robert's Rules of Order, Newly Revised, defines standing rules, as ".....rules 1) which are related to the details of the administration of a society rather than to parliamentary procedure, and 2) which can be adopted or changed upon the same conditions as any ordinary act of the society." "Standing Rules generally are not adopted at the time a society is organized, but individually if and when the need arises..." "A standing rule can be adopted by a majority vote at any business meeting without previous notice. Although such a rule remains in effect until rescinded or amended, it does not bind future sessions if a majority desires to suspend it temporarily for the duration of a particular session." Simply put, standing rules are the governing rules for the Delaware Valley Bullmastiff Club.

The standing rules found here are compilations of those policies established at various club meetings and recorded in club minutes. The purpose of these rules is for guidance and delineation of responsibilities of the Officers and Board committees between meetings of the Board of Directors. Standing rules may be rescinded or permanently amended by a majority vote of the Board.

All changes made to the Standing Rules shall be dated and initialed by the current secretary.

BOARD OF DIRECTORS

PRESIDENT

The President shall have responsibility for the general oversight and supervision of the Club and Board committees between meetings of the Board of Directors.

The President shall have the authority to order the disbursement of up to \$200.00 of Club funds, for operation of the Club, between meetings of the Board of Directors.

VICE-PRESIDENT

The Vice-President shall have the authority and responsibilities of the office of the President when:

- a) A situation arises that requires an immediate decision and the President is unable to be contacted.
 - b) When instructed by the President; that is, in situations where the President is going to be beyond the reach of normal situations, or in case of illness, etc.
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SECRETARY

The Secretary will receive notification by members of change of addresses. The Secretary will notify the Board, the Membership Chairperson, and the Treasurer.

The Secretary shall immediately inform the Board of receipt of all correspondence.

The Secretary shall be reimbursed for legitimate telephone and postage expenses incurred conducting Club business. The Secretary should maximize the use of electronic (email) correspondence.

The Secretary shall send appropriate news releases; that is, election of officers, specialty shows, etc., to ABA Bulletin/newsletter.

The Secretary shall be responsible for answering all general Club correspondence.

Meeting minutes and all other regular correspondence will be distributed to members by email only, unless a member contacts the Secretary asking that the minutes be sent to them via regular mail also. (*March 6, 2004; amended March 12, 2005*)

The Secretary is responsible for sending out meeting notices to both members and provisional members including directions to the venue.

The Secretary shall send minutes to the membership within one month of the last meeting. Minutes will not be distributed to provisional members.

TREASURER

The Treasurer shall be bonded in the amount of \$0.00

The Treasurer shall only establish Club accounts in federally insured financial institutions.

The Treasurer shall prepare financial statements reflecting the state of the Club funds for inclusion in the Secretary's agenda and committee reports furnished to the Board prior to Board meetings.

The Treasurer will deposit and remit funds, as directed by majority vote of the Board of Directors, within thirty days of receipt.

The Treasurer shall procure and maintain sufficient insurance to cover damage or loss of all challenge trophies.

In the case of outstanding debts by members, the Secretary will send a letter to the member reminding them of the debt and that their membership will not be renewed before the debt is paid. *(July 27, 2003)* Outstanding balances owed by members will not be itemized on the Treasurer's Report. *(July 27, 2003)*

The Treasurer and the Trophy Chair should never be the same person. *(December 16, 2001)*

Neither the Treasurer, nor any other club member, may spend an amount exceeding \$200.00 without Board approval. *(December 16, 2001)*

The Treasurer shall be in receipt of Renewal Fees.

MEMBERSHIP CHAIRPERSON

The Membership Chairperson shall abide by Board-approved guidelines for processing applications. The membership application form shall be approved by the Board.

The DVBC is a private club and has the right to accept or reject a membership application at its discretion for what it considers good cause.

The Membership Chairperson shall send the annual dues notice to Club members no later than November 30th.

The Membership Chairperson shall prepare and maintain a current membership list.

The membership application will stipulate a requirement to attend at least one meeting per year. *(July 27, 2003)*

All membership applications and should be sent directly to the Membership Chair. Membership dues shall be sent to the Treasurer. Dues are payable by February 1st of each year. Notices will be sent no later than November 30. Any dues not received and paid for by April 1st will require a new application to be submitted and voted upon by the membership. *(March 7, 2010)*

The Membership Chair shall record all applications. Payment will be due with application form. The prospective applicant (s) information shall be emailed to the membership to include: name, address, number of dogs owned, litters bred, show history, and reason for wanting to join the Club. This gives the membership ample time to make an informed decision as to whether the applicant (s) shall be voted in as a member (s). The 3 month probationary period shall begin upon receipt of the application by the Membership Chair with a 7 day window.

The Membership Chair shall send a welcome email to each accepted applicant and shall receive via email a current membership list, calendar of events, and meeting schedule if available.

Membership shall be voted upon via email sent directly by the Membership Chair. All votes must be received within 7 days. No vote shall be accepted after the deadline. Membership shall be determined with a majority vote. Notification of acceptance/denial should occur within 48 hrs of the vote.

MEETINGS

The Club will have an educational program for every meeting when possible, and new members should be helped by seasoned members. *(February 20, 2000)*

Sponsors of any new member will be responsible to monitor and encourage the new member to attend meetings and become involved in club activities. *(January 10, 2010)*

The attendance for the club's General Meetings will be part of the meeting minutes. *(May 26, 2007)* A quorum should be noted.

The Board of Directors should prepare a tentative meeting schedule for the year at the January meeting. *(January 16, 2000; amended March 12, 2005)*

INSURANCE

Club insurance coverage will be in the amount of \$1,000.00 per occurrence. (*August 19, 2001*)

WEBSITE

Breeder referrals will not appear on the DVBC website. (*March 24, 2002; amended March 12, 2005*)

Website will contain the following disclaimer: “Advertisement by breeders as members of this club does not constitute endorsement by the Delaware Valley Bullmastiff Club.” (*January 10, 2010*)

DVBC SPECIALTIES

Challenge trophies shall not be accepted unless approved by a majority vote of the Board of Directors.

The Specialty committee shall recognize the need for the exhibitors to maintain confidence in the judging. Therefore, committee members in direct contact with the judge before judging is completed, that is, hospitality/judges transportation shall not be eligible to enter or show dogs owned or co-owned by these members. No officer, director or show committee member who has a dog entered or plans to handle a dog in this show shall introduce himself to the judge until judging is completed.

The Board of Directors considers the definition of a professional handler, for purposes of sweepstakes, as anyone who has solicited dogs to handle for remuneration or advertised themselves as professional handlers. Such individuals are eligible to handle only dogs bred by, owned, or co-owned by such individual in the sweepstakes and/or futurity.

The show committee is responsible for all items connected with Specialty and Banquet, excepting those items retained by the Board of Directors and listed in these Standing Rules.

The show committee shall make every attempt to ensure that the judging experience of the DVBC Specialty is an enjoyable experience for the judge.

A final financial report listing sources of income and expenditures along with any monetary balance shall be forwarded to the Treasurer within ninety days after the Specialty.

The Show Chairperson needs to get the approval of the Board prior to making decisions regarding judges (both sweepstakes and breed), judge's travel expenses, trophies, or any other issues likely to incur expenses. (*July 8, 2006*)

STANDING RULES – ALL COMMITTEES

Committees shall report their progress and activities to the Board by the requested dates.

Committees shall contact the President for advice if needed.
