

Definitions and Clarifications

Bay De Noc Kennel Club (BDNKC) is an active club with members interested in the various activities and disciplines involving the world of dogs. There are many ways that members can support of the club so it can continue to serve its members and the public.

This document is fluid and will occasionally be reviewed and revised. A work in progress. It is a guideline or a reference point for new members and members alike in an effort to clarify and define the different aspects of the club. It will be dated every time there is a modification. If any member has a question or a suggestion, please contact the Membership Committee.

MEETINGS:

BDNKC encourages its Members to attend the Monthly Membership Meeting that is scheduled for the second Thursday of every month at 7:00 PM. If a Gold Member attends two meetings they can count two (2) hours toward their minimum required hours.

MEMBER IN GOOD STANDING:

A Member in Good Standing has paid their Membership Dues, completed the minimum required work hours for that year, and has completed their obligation(s) to cleaning the building. Members in Good Standing have full privileges. The Membership Committee will post a list of Members in Good Standing at the building and/or on the website. BDNKC's membership year runs from September 1 to August 31. September 1 is the date that all work hours should be completed or paid for and membership dues should be paid. Dues are considered delinquent after September 30. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid for 60 days after September 30 according to the By Laws of the club.

NEW MEMBERS

New applicants must fill out an application and submit to the Membership Committee with their payment. Their application will be read at two membership meetings. A new applicant must attend one meeting prior to the membership vote. For GOLD MEMBERSHIP – The new Gold Member will be on a probationary period until such a time that their minimum 15 hours of volunteer work is completed. They will be added to the cleaning schedule rotation. It is suggested that they should attempt to clean the building with a Gold Member In Good Standing once during their probationary period. It is encouraged that they obtain their 15 minimum hours of service in various areas of the club, not just in one area. This way they meet other members and discover the various activities the club represents. During a New Gold Member's probationary period they are allowed to attend a Practice Group with another Gold Member, they do not have access to the building on their own. The fee will be doubled of that of a Gold Member In Good Standing. Until they have completed their probationary period they do not have voting rights and they have \$10 off all classes.

REINSTATEMENT OF A GOLD MEMBER:

A person can be reinstated to Gold Member status by:

- Paying \$10.00 an hour for each of the 15 minimum hours that has not been met.
- Paying \$25.00 for any cleaning obligation that has been missed.

To clarify, if you have missed ten (10) hours of your minimum hours and one cleaning obligation the charge will be \$100.00 for the ten (10) hours missed and \$25.00 for the missed cleaning

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obligation totaling \$125.00. Once a person completes the obligations needed to reinstate their membership by December 31 (which is 60 days after September 30), they submit it through the membership committee and their reinstatement will be reviewed at the next board meeting. A person that has not completed their requirements for the year cannot just start over without paying what they owe in assessed fees from the previous year. Example: If someone still owes hours for work or cleaning for 2018 they must pay the amount owed prior to paying their 2019 membership fee.

BUILDING AND LAND USAGE:

A Gold Member In Good Standing is issued a code to enter at the door to unlock the building. The building code is not to be shared with non-members or new members on probationary status. Only Gold Members In Good Standing are allowed to access or unlock the building(s) and the fenced land. A non-member is not allowed to accompany a Gold Member for Practice Groups or Individual Use. Gold Members In Good Standing are allowed to use the building(s) and fenced land for their own individual practice or when they are participating in a Practice Group. They must first sign up for an available date and time on the BDNKC's calendar which is located on BDNKC's website. Classes, Trials, Games, and Matches take precedence over individual members use. There is a Building Use Fee of \$3.00 when a Gold member is using the building(s) or fenced land. Gold Members must sign the **Building Use Page** when using the building(s) or the fenced land. It is the responsibility of the Gold Members using the building(s) or land to lock all gates and doors, turn off all light, turn down the heat in winter months, return all used equipment, and generally assure the building(s) and land is secure prior to leaving the premise.

USE OF EQUIPMENT:

Only Members in Good Standing can use the club's equipment in the building(s) or the fenced land. However, members in Good Standing **MUST** be trained on equipment prior to use. An example is the Agility Equipment. Use of any or all equipment must be respected. Any damage to equipment must be reported to (a) related committee member(s).

REMOVAL OF CLUB'S EQUIPMENT OR PROPERTY – Members cannot remove any of BDNKC'S equipment or property without the express permission of (a) related committee member(s). Failure to respect this rule means revocation of all rights and privileges. Example: tunnel ask Agility Committee

15 HOURS REQUIRED FOR GOLD MEMBERSHIP

As a Member in Good Standing you are a valuable asset to BDNKC in keeping the club running smoothly and efficiently. It should be each Member's goal to work together as a willing participant to accomplish BDNKC's goals. Each Gold Member must complete a minimum of fifteen (15) hours of service to the club. Make sure you sign the Volunteer Hour sheet legibly with your name, task, and the hours you worked in order to get credit for the hours worked.

Some ways to complete these hours are, but not limited to:

- Help with a trial
- Become an instructor or helper of a class
- Therapy Dog – up to seven (7) hours can be counted
- Attend 2 Membership meetings – two (2) hours are counted
- Building and Grounds Maintenance

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➤ Special Projects

Please contact members of the various committees to find ways that you can help. Sometimes the committees may contact you to see if you want to help with a project. These committees will have tasks or ideas of ways that you can participate. There is a list of the committees and their current members on the website.

CLEANING:

Cleaning is an important component in order to present the club in a positive way to its members and the public. The building needs to be cleaned every week and the floor scrubbed every month. Cleaning the building is on a rotation basis for Gold Members. When your name comes up in the rotation there is an opportunity to sign up for cleaning weeks of your choice. An email comes out every three months with a list of those that still need to fulfill their Cleaning Obligation. Those members that sign up for a cleaning spot and meet that obligation go to the bottom of the list for the next cleaning cycle. There is a list of tasks that need to be completed displayed at the club. You can fulfill your assigned cleaning week by:

- ❖ Completing the tasks yourself (you can count the hours)
- ❖ Asking someone to help you with your week (you and your helper can count the hours)
- ❖ Pay a cleaning service (you can count the hours) – It is your responsibility to let the cleaning service in the building and lock up after they are finished.
- ❖ Have another Gold Member clean for you (you cannot count hours, the member who cleaned can count the hours worked, cleaning obligation is met)

Whether you sign up for a cleaning week or it is assigned to you, it is your responsibility to assure the building is cleaned or you will pay the current cleaning charge.

CLASSES:

A class has (a) lead instructor(s) and can have helpers to assist the class. The amount of helpers is left to the discretion of the Lead Instructor. However, the amount of helpers should be appropriate and in proportion for the amount of participants in the class, the type of class, and level of instruction needed. For example, Basic Obedience class needs about 1 helper for every 3 to 4 participants. This is just an example, each type of class or size of class may need more or less helpers. Lead Instructors should be those members that have experience in that particular discipline and helpers can be either New Members or Members of Good Standing. Often being a helper of a particular class is a stepping stone to becoming a lead instructor. A class meets at the same day and time during the week for a set number of weeks. The class has set goals and should have a syllabus or handouts for the participants. Classes are listed on the BDNKC's website where members or the public can sign up for the class. There is a set price for the class that will be collected the first week of class from the participants. A non-refundable deposit may also be required. Participants should present a current Rabies Certificate and sign a waiver that holds the instructors and the club harmless in the event of an incident. The hours that the instructors and the helpers teach can be used toward the minimum fifteen (15) hours required for yearly membership. Class times take precedent over Practice Groups.

PRACTICE GROUPS: in Good Standing for practice and training of their own dogs. These groups share common interests and goals. The cost per person attending a Practice Group is \$3.00. This fee helps to pay for building costs. The fee can be paid per time or you can write a check for a month at a time. Members do not receive credit for hours of service by attending or

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leading a practice group. Practice group members must sign in on the Building Use page.

AGILITY GAMES, MOCK TRIALS, FUN MATCHES, OR RUN THROUGHS:

These types of events are set up by members on a given date or dates. They have (a) member(s) in charge of planning and implementing the Game, Match, or Run Through. These events have a cost of \$10.00 for non-members, \$7.00 for Basic and Junior Members, and \$5.00 for Gold Members in Good Standing per dog. The member(s) in charge of these events will receive hours toward their minimum required hours.

INCENTIVES:

Gold Members that are Lead Instructors will go to the end of the cleaning rotation for every class they teach. They are allowed to miss only one class for a valid reason or this incentive is void and they remain on the rotation. It is the Lead Instructor's responsibility to let the person in charge of maintaining the rotation of the cleaning to know they taught a class and was present for the required amount of time. This may mean Lead Instructors will not be assigned a cleaning obligation in the course of a year depending on the amount of classes they teach.

Gold Members that teach or help with a class will get \$1.00 off of each practice group session they attend for the length of the class. Example: An agility class that lasts for six (6) weeks the instructors and helpers pay \$2.00 instead of \$3.00 for practice groups for the practice groups during the six (6) weeks of class. All other times they will pay \$3.00.

Board Members may count one half (0.5) hour per every board meeting they attend.

COMMITTEES:

Various ongoing committees have been formed to help organize the various needs and areas of interests/disciplines of the club. Committees should meet and submit a yearly budget, a plan to raise money for the club's purposes (if applicable), a plan for classes to be offered, and Trials, Games, and Run Throughs or Fun Matches for each discipline. A yearly budget is submitted to the board for approval. The committee also repairs or purchases new equipment for their area of interest to be used for the club. Any member can bring ideas or issues to the committee by contacting one of its members. . The members of each committee should bring to the committee any issues or ideas that other members have brought to their attention. They should also develop a protocol for keeping each member of the committee informed. Committee members can use their time on this committee as part of their minimum required hours for membership.

- **Membership Committee**
 - Chris Nelson
 - Lori Genaw
 - Cathy Peltin
 - Tracee Horn
- **Building and Maintenance Committee**
 - Ernie Genaw
 - Jerry Nelson
 - Tom Owens
- **Agility Committee**
 - Chris Nelson

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- Linda Lavolette
- Pat Bernat
- **Obedience/Rally/Conformation/Therapy Dog Committee**
 - Kirsten Tardiff
 - Pat Bernat
 - Lori Genaw
 - Tracee Horn
 - Linda Etten
 - Martha Kinnunen
 - Arlene Rauschl
- **Nosework/Barnhunt/Lure Coursing Committee**
 - Barb Tardiff
 - Jean Lyle
 - Wendolyn Tetlow
 - Colleen Owens
 - Diane Culter
- **Website Committee**
 - Andrea Jackson
 - Lori Genaw
 - Ernie Genaw